THE QUEEN'S REGULATIONS AND ORDERS FOR THE ROYAL CANADIAN NAVY

VOLUME I
(Administrative)

Issued under the Authority of The National Defence Act

OTTAWA
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RECORD OF AMENDMENTS

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CHAPTER 1

INTRODUCTION AND DEFINITIONS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

1.01—TITLE

(1) This publication shall be called The Queen's Regulations and Orders for the Royal Canadian Navy and may be cited as QRCN.

(2) All references in this publication to The King's Regulations and Orders for the Royal Canadian Navy and KRCN shall be deemed to be amended in accordance with (1) of this article.

(M) (7 Feb 52)

1.02—DEFINITIONS

In QRCN and in all orders and instructions issued to the navy under *The National Defence Act,* unless the context otherwise requires:

(i)(a) "administrative deduction" means an amount chargeable against the pay and allowances of an officer or man to reimburse the Crown or a mess or canteen in whole or in part, for financial loss for which that officer or man has been found responsible; *(15 Dec 53)*

(i)(b) "advancement" means the acquisition of a higher trade group than that formerly held; *(26 May 55)*

*(ii) "aircraft" means flying machines and guided missiles that derive their lift in flight chiefly from aerodynamic forces, and flying devices that are supported chiefly by their buoyancy in air, and includes any aeroplane, balloon, kite balloon, airship, glider or kite;

*(iii) "aircraft material" means engines, fittings, armament, ammunition, bombs, missiles, gear, instruments and apparatus, used or intended for use in connection with aircraft or the operation thereof, and components and accessories of aircraft and substances used to provide motive power or lubrication for or in connection with aircraft or the operation thereof;

(iv) "air force" means The Royal Canadian Air Force;

(v) "army" means the Canadian Army;

(vi) "attachment" means,

(*a*) the assignment of a person for continuous duty or training outside the navy where the duty or training is of advantage primarily to the navy; or

(*b*) the temporary assignment of a person away from his ship or establishment to another ship or establishment within the navy while he continues to fill a position within his ship or establishment;

(vii) "authorized bands" means those bands of the navy authorized by establishment or by the Chief of the Naval Staff;

* Indicates definition drawn from *The National Defence Act.*

1.02—DEFINITIONS—(Cont'd)

*(viii) "Canadian Forces" means the naval, army and air forces of Her Majesty raised by Canada and consist of three Services, namely the Royal Canadian Navy, the Canadian Army and the Royal Canadian Air Force;

(ix) "casualty" means any injury to or illness of an officer or man whether or not it is fatal and includes the absence of a missing officer or man;

*(x) "civil court" means a court of ordinary criminal jurisdiction in Canada and includes a court of summary jurisdiction;

*(xi) "civil custody" means the holding under arrest or in confinement of a person by the police or other competent civil authority, and includes confinement in a penitentiary or a civil prison;

*(xii) "civil prison" means any prison, gaol or other place in Canada in which offenders sentenced by a civil court in Canada to imprisonment for less than two years can be confined, and, if sentenced out of Canada, any prison, gaol or other place in which a person, sentenced to that term of imprisonment by a civil court having jurisdiction in the place where the sentence was passed, can for the time being be confined;

(xiii) "classified materiel" means all materiel which for reasons of policy or security should be specially safeguarded;

*(xiv) "Code of Service Discipline" means the provisions of Parts IV, V, VI, VII, VIII and IX of *The National Defence Act;*

(xv) "commanding officer" means,

(*a*) the officer on board a ship or in a fleet establishment who is in actual command at the moment, and, in cases and to the extent designated by the Minister in Naval General Orders, the officer in immediate command of persons on detached duty on shore or otherwise; or

(*b*) any other officer designated as a commanding officer by the Chief of the Naval Staff; *(8 Feb 52)*

(See also article 101.01—Meaning of "Commanding Officer".)

(xvi) "commissioned officer" means an officer who has been granted a commission by Her Majesty;

(xvii) "commissioned officer (branch)" means an officer holding the specific rank of commissioned officer in a particular branch;

(xviii) "constable" includes a high constable, commissioner or other officer of the police;

(xix) "Continuous Naval Duty" means full-time duty performed by an officer or man of the Reserves anticipated to exceed six months, including proceeding to and returning from the place of duty, but not including attendance at courses which form part of the training of the Reserves;

*(xx) "court martial" includes a General Court Martial, a Disciplinary Court Martial and a Standing Court Martial;

*(xxi) "defence establishment" means any area or structure under the control of the Minister, and the material and other things situate in or on any such area or structure;

*(xxii) "Department" means the Department of National Defence;

* Indicates definition drawn from *The National Defence Act.*

1.02—DEFINITIONS—(Cont'd)

(xxiii) "department" refers to the main sections into which ships or fleet establishments are divided for the purpose of allocation of specific duties and responsibilities requiring the services of personnel, not necessarily all of the same branch;

(xxiv) "departmental command" means the authority vested in officers and men over subordinates within their own department;

*(xxv) "Deputy Minister" means the Deputy Minister of National Defence;

(xxvi) "detached duty" means continuous duty performed by an officer or man away from his ship or establishment;

*(xxvii) "detention barrack" means a place designated as such under subsection two of section one hundred and seventy-eight of *The National Defence Act;*

(xxviii) "detention room" means a ship or establishment or part of a ship or establishment used to accommodate persons being detained;

(xxix) "division" of a ship or fleet establishment refers to the sections into which men serving in the ship or fleet establishment may be divided for purposes of discipline and to facilitate the training and welfare of the men;

(xxx) "Divisional Drills" means duty by an officer or man of the Reserves at a naval division, including attendance at drills, parades, demonstrations, and exercises;

*(xxxi) "emergency" means war, invasion, riot or insurrection, real or apprehended;

*(xxxii) "enemy" includes armed mutineers, armed rebels, armed rioters and pirates;

*(xxxiii) "enrol" means to cause any person to become a member of the Canadian Forces;

(xxxiv) "executive command" means the general authority vested in Executive officers and men of the Seaman Branch to exercise command over one or more ships or boats or naval establishments or to direct any work or undertaking which requires the co-operation of different branches of the navy;

(xxxv) "executive officer" means an officer belonging to the Executive Branch;

(xxxvi) "Flag Officer" means an officer of the rank of Admiral of the Fleet, Admiral, Vice-Admiral or Rear-Admiral; *(17 Jun 57)*

(xxxvii) "fleet establishment" means a naval establishment commissioned by order of the Minister;

*(xxxviii) "Her Majesty's Canadian Ship" means any vessel of the Royal Canadian Navy commissioned as a vessel of war;

*(xxxix) "Her Majesty's Forces" means the naval, army and air forces of Her Majesty wheresoever raised, and includes the Canadian Forces;

(xl) "isolated unit" means a unit situated within a definite geographical area the boundaries of which are fixed by the Governor in Council;

*(xli) "man" means any person, other than an officer, who is enrolled in, or who pursuant to law is attached or seconded otherwise than as an officer to,

* Indicates definition drawn from *The National Defence Act.*

1.02 DEFINITIONS—(Cont'd)

the Royal Canadian Navy, the Canadian Army or the Royal Canadian Air Force;

*(xlii) "materiel" means all movable public property, other than money, provided for the Canadian Forces or the Defence Research Board or for any other purpose under *The National Defence Act*, and includes any vessel, vehicle, aircraft, animal, missile, arms, ammunition, clothing, stores, provisions or equipment so provided;

(xliii) "message" means any thought or idea expressed briefly, in plain or secret language, prepared in a form suitable for transmission by established means of rapid communications;

*(xliv) "military" shall be construed as relating to all or any of the Services of the Canadian Forces;

*(xlv) "Minister" means the Minister of National Defence;

*(xlvi) "mutiny" means collective insubordination or a combination of two or more persons in the resistance of lawful naval, army or air force authority in any of Her Majesty's Forces or in any forces co-operating therewith;

(xlvii) "navy" means the Royal Canadian Navy;

(xlviii) "naval division" means a fleet establishment organized as a training and administrative unit of the Reserves;

(xlix) "naval establishment" includes officers' quarters, barracks, dockyard, victualling yards, naval yards, factories, rifle and gun ranges, naval colleges, and all other buildings, works and premises constructed or set apart for the navy;

(l) "Naval General Orders" includes General Orders and Confidential General Orders;

(li) "Naval Headquarters" means that part of National Defence Headquarters concerned exclusively with the navy;

(lii) "Naval Training" means duty performed by an officer or man of the Reserves, while undergoing annual training in a ship or fleet establishment, including proceeding to and returning from the place where the duty is performed;

*(liii) "non-public property" means,

(*a*) all money and property, other than issues of materiel, received for or administered by or through messes, institutes or canteens of the Canadian Forces;

(*b*) all money and property contributed to or by officers, men, units or other elements of the Canadian Forces for the collective benefit and welfare of such officers, men, units or other elements;

(*c*) by-products and refuse and the proceeds of the sale thereof to the extent prescribed under subsection five of section thirty-nine of *The National Defence Act;* and

* Indicates definition drawn from *The National Defence Act.*

1.02—DEFINITIONS—(Cont'd)

(*d*) all money and property derived from, purchased out of the proceeds of the sale of, or received in exchange for money and property described in subparagraphs (*a*), (*b*) and (*c*);

(xci) "non-substantive rate" means those special skills required in addition to seamanship for qualification in trade grouping in Seaman branch trades; *(26 May 55)*

*(liv) "officer" means,

(*a*) a person who holds Her Majesty's commission in the Royal Canadian Navy, the Canadian Army or the Royal Canadian Air Force;

(*b*) a subordinate officer in the Royal Canadian Navy, the Canadian Army or the Royal Canadian Air Force; and

(*c*) any person who pursuant to law is attached or seconded as an officer to the Royal Canadian Navy, the Canadian Army or the Royal Canadian Air Force;

(lv) "pay" means pay of rank and trade group including progressive pay, as appropriate, and includes pay at such consolidated rates as may be approved from time to time by the Governor in Council;

(lvi) "pay and allowance" means all pay and all allowances;

*(lvii) "penitentiary" means a penitentiary established under *The Penitentiary Act, 1939,* and includes, in respect of any punishment of imprisonment for two years or more imposed out of Canada pursuant to the Code of Service Discipline, any prison or place in which a person sentenced to imprisonment for two years or more by a civil court having jurisdiction in the place where the sentence is imposed, can for the time being be confined; and if in any such place out of Canada there is no prison or place for the confinement of persons sentenced to imprisonment for two years or more, then in that case "penitentiary" means a civil prison;

*(lviii) "personal equipment" means all materiel issued to an officer or man for his personal wear or other personal use;

*(lix) "possession" by any person for the purpose of the Code of Service Discipline and Part XII of *The National Defence Act,* includes:

(*a*) having in his own personal possession;

(*b*) knowingly having in the actual possession or custody of any other person; or

(*c*) knowingly having in any place, whether belonging to or occupied by himself or not, for the use or benefit of himself or any other person;

(xcii) "promotion" means the acquisition of a higher rank than that formerly held; *(26 May 55)*

(lx) "public funds" means all money of Her Majesty in right of Canada;

*(lxi) "public property" means all money and property of Her Majesty in right of Canada;

(lxii) NOT ALLOCATED

*Indicates definition drawn from *The National Defence Act.*

1.02—DEFINITIONS—(Cont'd)

(lxiii) "rate" means the specialization of a trade in which a man is normally employed;

(lxiv) "reduction" means compulsory demotion from a substantive rank to a lower rank by reason of or consequent upon sentence imposed by a service tribunal;

*(lxv) "regulations" means regulations made under *The National Defence Act;*

*(lxvi) "release" means the termination of the service of an officer or man in any manner whatsoever;

(lxvii) "remuster" means the change of a man from one trade to another or from one group to another within the same trade;

(lxviii) "reversion" means the demotion in rank or rate of a man other than by reasons of reduction;

(lxix) "secondment" means the assignment of an officer or man for continuous duty outside the navy where the duty is not of an advantage primarily to the navy;

(lxx) "Senior Officer in Command" means the officer appointed in Command of an area or combination of ships;

(lxxi) "Senior Officer in Chief Command" means the officer appointed to chief command of an area or combination of ships and is responsible direct to the Chief of the Naval Staff;

*(lxxii) "service convict" means a person who is under a sentence that includes a punishment of imprisonment for two years or more imposed upon him pursuant to the Code of Service Discipline;

*(lxxiii) "service custody" means the holding under arrest or in confinement of a person by the Canadian Forces, and includes confinement in a service prison or detention barrack;

*(lxxiv) "service detainee" means a person who is under a sentence that includes a punishment of detention imposed upon him pursuant to the Code of Service Discipline;

*(lxxv) "service offence" means an offence under *The National Defence Act,* the *Criminal Code,* or any other Act of the Parliament of Canada, committed by a person while subject to the Code of Service Discipline;

*(lxxvi) "service prison" means a place designated as such under subsection two of section one hundred and seventy-eight of *The National Defence Act;*

*(lxxvii) "service prisoner" means a person who is under a sentence that includes a punishment of imprisonment for less than two years imposed upon him pursuant to the Code of Service Discipline;

*(lxxviii) "service tribunal" means a court martial or a person presiding at a summary trial;

(lxxix) "ship" means any vessel of the navy commissioned, or ordered to be commissioned;

(lxxx) "Special Duty" means duty performed by an officer or man of the Reserves other than continuous naval duty, divisional drills and naval training, including proceeding to and returning from the place where the duty is performed;

*Indicates definition drawn from *The National Defence Act.*

1.02—DEFINITIONS—cont'd.

(*d*) all money and property derived from, purchased out of the proceeds of the sale of, or received in exchange for money and property described in sub-paragraph (*a*), (*b*) and (*c*);

*(liv) "officer" means,

(*a*) a person who holds His Majesty's commission in the Royal Canadian Navy, the Canadian Army or the Royal Canadian Air Force;

(*b*) a subordinate officer in the Royal Canadian Navy, the Canadian Army or the Royal Canadian Air Force; and

(*c*) any person who pursuant to law is attached or seconded as an officer to the Royal Canadian Navy, the Canadian Army or the Royal Canadian Air Force;

(lv) "pay" means pay of rank and trade group including progressive pay and, as appropriate, and includes pay at such consolidated rates as may be approved from time to time by the Governor in Council;

(lvi) "pay and allowance" means all pay and all allowances;

*(lvii) "penitentiary" means a penitentiary established under *The Penitentiary Act, 1939*, and includes, in respect of any punishment of imprisonment for two years or more imposed out of Canada pursuant to the Code of Service Discipline, any prison or place in which a person sentenced to imprisonment for two years or more by a civil court having jurisdiction in the place where the sentence is imposed, can for the time being be confined; and if in any such place out of Canada there is no prison or place for the confinement of persons sentenced to imprisonment for two years or more, then in that case "penitentiary" means a civil prison;

*(lviii) "personal equipment" means all materiel issued to an officer or man for his personal wear or other personal use.

*(lix) "possession" by any person for the purpose of the Code of Service Discipline and Part XII of *The National Defence Act*, includes:

(*a*) having in his own personal possession;

(*b*) knowingly having in the actual possession or custody of any other person; or

(*c*) knowingly having in any place, whether belonging to or occupied by himself or not, for the use or benefit of himself or any other person;

(lx) "public funds" means all money of His Majesty in right of Canada;

*(lxi) "public property" means all money and property of His Majesty in right of Canada;

(lxii) NOT ALLOCATED

(lxiii) "rate" means the specialization of a trade in which a man is normally employed;

(lxiv) "reduction" means compulsory demotion from a substantive rank to a

*Indicates definition drawn from *The National Defence Act*.

1.02—DEFINITIONS—cont'd.

lower rank by reason of or consequent upon sentence imposed by a service tribunal;

*(lxv) "regulations" means regulations made under *The National Defence Act;*

*(lxvi) "release" means the termination of the service of an officer or man in any manner whatsoever;

(lxvii) "remuster" means the change of a man from one trade to another or from one group to another within the same trade;

(lxviii) "reversion" means the demotion in rank or rate of a man other than by reasons of reduction;

(lxix) "secondment" means the assignment of an officer or man for continuous duty outside the navy where the duty is not of an advantage primarily to the navy;

(lxx) "Senior Officer in Command" means the officer appointed in command of an area or combination of ships;

(lxxi) "Senior Officer in Chief Command" means the officer appointed to chief command of an area or combination of ships and is responsible direct to the Chief of Naval Staff;

*(lxxii) "service convict" means a person who is under a sentence that includes a punishment of imprisonment for two years or more imposed upon him pursuant to the Code of Service Discipline;

*(lxxiii) "service custody" means the holding under arrest or in confinement of a person by the Canadian Forces, and includes confinement in a service prison or detention barrack;

*(lxxiv) "service detainee" means a person who is under a sentence that includes a punishment of detention imposed upon him pursuant to the Code of Service Discipline;

*(lxxv) "service offence" means an offence under *The National Defence Act*, the *Criminal Code*, or any other Act of the Parliament of Canada, committed by a person while subject to the Code of Service Discipline:

*(lxxvi) "service prison" means a place designated as such under subsection two of section one hundred and seventy-eight of *The National Defence Act;*

*(lxxvii) "service prisoner" means a person who is under a sentence that includes a punishment of imprisonment for less than two years imposed upon him pursuant to the Code of Service Discipline;

*(lxxviii) "service tribunal" means a court martial or a person presiding at a summary trial;

(lxxix) "ship" means any vessel of the navy commissioned, or ordered to be commissioned;

(lxxx) "Special Duty" means duty performed by an officer or man of the Reserves other than continuous naval duty, divisional drills and naval training, including proceeding to and returning from the place where the duty is performed;

*Indicates definition drawn from *The National Defence Act.*

1.02—DEFINITIONS—(Cont'd)

(lxxxi) "subordinate officer" means an officer of any branch who holds the rank of acting sub-lieutenant, midshipman or naval cadet;

*(lxxxii) "summary trial" means a trial conducted by or under the authority of a commanding officer pursuant to section one hundred and thirty-six and a trial by a superior commander pursuant to section one hundred and thirty-seven of *The National Defence Act;*

*(lxxxiii) "superior officer" means any officer or man who, in relation to any other officer or man, is by *The National Defence Act*, or by regulations or by custom of the service, authorized to give a lawful command to that other officer or man;

(lxxxiv) "tender" includes any ship, vessel, defence establishment or body designated as such by the Chief of the Naval Staff;

(lxxxv) "the Captain" means the officer appointed to command the ship or fleet establishment, and, in cases, and to the extent designated by the Minister in Naval General Orders, the officer in immediate command of persons on detached duty on shore or otherwise;

(lxxxvi) "the Executive Officer" means the officer who is carrying out the executive duties of the ship or fleet establishment;

(lxxxvii) "these Regulations" when used in chapters 201 to 299 inclusive, means regulations made by the Governor in Council and contained in those chapters;

(xciii) "trade" means a naval occupation requiring knowledge and skill as prescribed in the Royal Canadian Navy Trade Specifications;

(26 May 55)

(xciv) "trade group" means a level of knowledge and skill within a trade as prescribed in the Royal Canadian Navy Trade Specifications;

(26 May 55)

*(lxxxviii) "unit" means an individual body of the Canadian Forces that is organized as such pursuant to section eighteen, of *The National Defence Act*, with the personnel and materiel thereof;

(lxxxix) "vessel" means any description of craft, however propelled, used or designated to be used in navigation, other than a commissioned ship of the navy;

(xc) "works and buildings" means the land and physical installations of a naval establishment, including buildings, runways, roads, water and power installation and other related fixed installations and structures.

(xci) "non-substantive rate"
(xcii) "promotion"
(xciii) "trade"
(xciv) "trade group"

(See definitions in alphabetical order.)

(G)

1.03—PERSONS SUBJECT TO QRCN

(1) Unless the context otherwise requires, QRCN and all orders and instructions issued to the navy under authority of *The National Defence Act*, shall apply:

*Indicates definition drawn from *The National Defence Act.*

1.03—PERSONS SUBJECT TO QRCN—(Cont'd)

(*a*) to the Regular Force;

(*b*) to the Active Service Force;

(*c*) to the Reserves when subject to the Code of Service Discipline; and

(*d*) unless the Minister otherwise directs, to all persons other than those mentioned in (*a*), (*b*) and (*c*) of this article if they

(i) are subject to the Code of Service Discipline, and

(ii) are not subject exclusively to the regulations of another of Her Majesty's Canadian Forces.

(2) Officers and men who become prisoners of war continue to be subject to QRCN and all orders and instructions issued to the navy under authority of *The National Defence Act.*

(G)

1.04—WORDS AND PHRASES—HOW CONSTRUED

Words and phrases shall be construed according to the common approved meaning given in the *Concise Oxford Dictionary,* except that:

(*a*) technical words and phrases, and words that have acquired a special meaning within the navy shall be construed according to their special meaning; and

(*b*) words and phrases that are defined within QRCN or within the *Interpretation Act* or *The National Defence Act* shall be construed according to that definition.

(M)

1.05—SINGULAR AND PLURAL WORDS

In QRCN unless the contrary intention appears, words used in the singular shall include the plural, and words in the plural shall include the singular.

(M)

1.06—"MAY", "SHALL" AND "SHOULD"

In QRCN:

(*a*) "may" shall be construed as being permissive and "shall" as being imperative; and

(*b*) "should" shall be construed as being informative only.

(M)

1.065—"PRACTICABLE" AND "PRACTICAL"

In QRCN:

(*a*) "practicable" shall be construed as "physically possible"; and

(*b*) "practical" shall be construed as "reasonable in the circumstances".

(M)

1.07—MASCULINE AND FEMININE

In QRCN, unless the context otherwise requires or the Minister otherwise directs, words importing the masculine gender shall include females.

(M)

1.08—CALCULATION OF TIME

Except in the cases where Q.R.C.N. expressly provides otherwise when any provision of Q.R.C.N., or any order or instruction issued to the navy, or any warrant issued under their authority:

(*a*) is expressed to take effect on a particular day, it shall be effective at 0000 on that day; or

(*b*) states that a period of time is to commence on a particular day, that period shall commence at 0000 on that day.

(M)

1.09—TABLE OF CONTENTS, APPENDICES AND REFERENCES

The table of contents, the index, and all italicized references within parentheses to appendices, to statutes, to other regulations or to other articles of Q.R.C.N., shall not form part of Q.R.C.N., and may be altered on the authority of the Chief of the Naval Staff. There shall be printed as appendices to Q.R.C.N. such matters as the Chief of the Naval Staff shall from time to time direct.

(G)

1.10—COMMUNICATION WITH HIGHER AUTHORITY

Unless the context otherwise requires, when in Q.R.C.N. or in any orders amplifying or implementing it, a communication of any kind, or a report or return, is required or permitted to be made to a higher authority, it shall be made through such channels of communication as the Chief of the Naval Staff may prescribe.

(M)

1.11—FORMS

(1) The forms authorized under *The National Defence Act* for use in the navy should be followed in all cases in which they are applicable, and when used shall be valid in law, but a deviation from any form shall not, by reason only of that deviation, render any charge. warrant, order, proceedings or other document, invalid.

(2) An omission of any form authorized under *The National Defence Act* for use in the navy shall not, by reason only of the omission, render any act or thing invalid.

(G)

1.12—REGULATIONS AND ORDERS TO BE AVAILABLE TO OFFICERS AND MEN

The Captain shall cause regulations and orders issued in implementation of *The National Defence Act* to be readily available to all officers and men whom they concern.

(C)

1.13—EXERCISE OF POWERS

(1) When by Q.R.C.N. any power or jurisdiction is given to, and any act or thing is to be done by, to or before any officer or man, that power or jurisdiction may be exercised by, and that act or thing may be done by, to or before any other officer or man for the time being authorized in that behalf by Q.R.C.N. or according to the custom of the service.

(2) When he is on active service, any officer not below the rank of captain, serving in any theatre of war outside Canada, may, with the approval of the Minister, exercise and perform in that theatre of war any power or right which by Q.R.C.N. is vested in, and any act or thing which by Q.R.C.N. is required to or may be done by the Chief of the Naval Staff.

(3) When by Q.R.C.N. any power or jurisdiction is given to, and any act or thing is to be done by, to or before a Senior Officer in Chief Command, that power or jurisdiction may be exercised by, and that act or thing may be done by, to or before:

(*a*) the officer holding the senior appointment in each department at Naval Headquarters when acting within the scope of the duties assigned to him by the Chief of the Naval Staff; and

(*b*) any officer designated for that purpose by the Minister subject to such limitations as the Minister may impose.

(G)

(1.14 TO 1.19 INCLUSIVE: NOT ALLOCATED)

1.20—NOTIFICATION OF REGULATIONS, ORDERS AND INSTRUCTIONS—RESERVES

Section forty-nine of *The National Defence Act* provides in part:

"49(2) All regulations and all orders and instructions relating to or in any way affecting an officer or man of the reserve forces, other than an officer or man who is serving with a unit or other element, when sent to him by registered mail, addressed to his last known place of abode or business, shall be held to be sufficiently notified".

(C)

1.21—NOTIFICATION BY RECEIPT OF REGULATIONS, ORDERS AND INSTRUCTIONS

Subject to subsection two of section forty-nine of *The National Defence Act* (*see article 1.20*) all regulations, orders and instructions issued to the navy shall be held to be published and sufficiently notified to any person whom they may concern if:

(*a*) they are received at the ship or establishment at which that person is serving; and

(*b*) the Captain of the ship or establishment takes such measures as may to him seem practical to ensure that the regulations, orders and instructions are drawn to the

1.21—NOTIFICATION BY RECEIPT OF REGULATIONS, ORDERS, AND INSTRUCTIONS—(Cont'd)

attention of and made available to those whom they may concern. (*See article 4.26—"Circulation of Regulations, Orders, Instructions, Correspondence, and Publications"*.)

(G)

(1.22—NOT ALLOCATED)

1.23—AUTHORITY OF THE CHIEF OF THE NAVAL STAFF TO ISSUE ORDERS AND INSTRUCTIONS

(1) Subject to (2) of this article, the Chief of the Naval Staff may issue orders and instructions, not inconsistent with *The National Defence Act* or with any regulations made by the Governor in Council or by the Minister:

(*a*) in the discharge of his duties under *The National Defence Act;* or

(*b*) in explanation or implementation of regulations.

(2) No orders or instruction involving the accounting for public funds shall be issued under (1) of this article unless the concurrence of the Comptroller of the Treasury is first obtained.

(G)

1.24—SYSTEM OF NAVAL REGULATIONS AND ORDERS

(1) The following shall be embodied in QRCN:

(*a*) regulations, namely basic principles, rules and instructions made by the Governor in Council or the Minister; and

(*b*) when they are designed to be reasonably permanent, detailed orders made by the Chief of the Naval Staff.

(2) The effective date:

(*a*) of every naval regulation and order shall be prescribed by the approving authority; and

(*b*) of a regulation or order imposing obligation or duties shall not be retrospective.

(3) In Q.R.C.N.:

(*a*) immediately following every regulation

(i) made by the Governor in Council, there shall be printed in parentheses the letter "G",

(ii) made by the Minister, there shall be printed in parentheses the letter "M"; and

(*b*) immediately following every order made by the Chief of the Naval Staff there shall be printed in parentheses the letter "C".

(M) (6 Jun 52)

1.25—BOOKS AND OTHER PUBLICATIONS FOR NAVAL USE

No officer or man shall make use of any book or other publication as an official book or publication unless its use has been authorized by:

(*a*) *The National Defence Act;* or

(*b*) Q.R.C.N.; or

(*c*) the Chief of the Naval Staff.

(C)

1.26—ORDERS IN COUNCIL NOT AUTHORIZED UNDER THE NATIONAL DEFENCE ACT

When, under authority of any statute of the Parliament of Canada other than *The National Defence Act,* the Governor in Council has made an order in council that applies to the navy, that order in council and the instructions govering the action to be taken under it shall be promulgated in Naval General Orders and not as a part of Q.R.C.N.

(M)

(1.27 TO 1.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 2

GOVERNMENT AND ORGANIZATION

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

2.01—CONSTITUTION OF THE ROYAL CANADIAN NAVY

Under section fifteen of *The National Defence Act,* the Royal Canadian Navy is constituted as the naval forces of Her Majesty raised by Canada. It shall comprise the following components:

(*a*) the Regular Force;

(*b*) the Reserves; and

(*c*) when established by the Governor in Council under section sixteen of *The National Defence Act,* the Active Service Force.

(M)

2.02—THE REGULAR FORCE

The Regular Force consists of officers and men who are enrolled for continuing full-time service.

(M)

2.03—THE RESERVES

(1) The Reserves consist of officers and men who are enrolled for other than continuing full-time service when not on active service. They shall comprise the following sub-components:

(*a*) an Active List;

(*b*) a Retired List for officers;

(*c*) an Emergency List for men; and

(*d*) a Royal Canadian Sea Cadet Officers' List. *(29 Jan. 54)*

(2) The Active List shall consist of those officers and men of the Reserves who:

(*a*) are required to undergo periodic training; and

(*b*) may be called out on service to perform any naval duty other than training at such times and in such manner as is prescribed by the Governor in Council.

(3) The Retired List and the Emergency List shall consist of those officers and men of the Reserves who are not required to undergo periodic training but who may be permitted to perform Naval Training and Special Duty.

(4) The Royal Canadian Sea Cadet Officers' List shall consist of commissioned officers who are liable to undergo annual training and whose duty is the administration and training of Cadet Corps of the Royal Canadian Sea Cadets. *(29 Jan 54)*

2.03—THE RESERVES—(Cont'd)

(5) An officer or man of the Reserves may, with his consent and with the approval of the Chief of the Naval Staff, be employed with the Regular Force:

(*a*) within the complement limits of the Regular Force; and

(*b*) in other instances when the financial limitations of the departmental estimates permit.

(M)

2.04—ACTIVE SERVICE FORCE

Section sixteen of *The National Defence Act* provides in part:

"16(5) In an emergency or if considered desirable in consequence of any action undertaken by Canada under the United Nations Charter, the North Atlantic Treaty or any other similar instrument for collective defence that may be entered into by Canada, the Governor in Council may establish and authorize the maintenance of components of the Services of the Canadian Forces, referred to in this Act as the active service forces, consisting of

(*a*) officers and men of the regular forces and the reserve forces who are placed in the active service forces under conditions prescribed in regulations, and

(*b*) officers and men, not of the regular forces or the reserve forces, who are enrolled in the active service forces for continuing, full-time military service."

(C)

2.045—STATUS WHEN PLACED IN ACTIVE SERVICE FORCE

No officer or man of the Regular Force or of the Reserves shall lose his status as a member of the Regular Force or of the Reserves solely by reason of his having been placed in the Active Service Force.

(G)

2.05—POWERS AND DUTIES OF THE MINISTER

Section four of *The National Defence Act* provides in part:

"4. The Minister has the control and management of the Canadian Forces, ...and of all matters relating to national defence..... and is responsible for the construction and maintenance of all defence establishments and works for the defence of Canada."

(M)

2.06—CONTROL AND ADMINISTRATION—CHIEF OF THE NAVAL STAFF

Section nineteen of *The National Defence Act* provides in part:

"19(2) The Governor in Council may appoint an officer to be Chief of the Naval Staff who shall hold such rank as the Governor in Council may prescribe and who

2.06—CONTROL AND ADMINISTRATION—CHIEF OF THE NAVAL STAFF—(Cont'd)

shall, subject to the regulations and under the direction of the Minister, be charged with the the control and administration of the Royal Canadian Navy.

(5) Unless the Governor in Council otherwise directs, all orders and instructions to the Royal Canadian Navy.....that are required to give effect to the decisions and to carry out the directions of the Government of Canada, or the Minister, shall be issued by or through the Chief of the Naval Staff .....".

(C)

2.07—FORMATION OF UNITS

(1) Under section eighteen of *The National Defence Act,* the Minister authorizes the formation of units within the navy and specifies the component in which each unit shall from time to time be embodied.

(2) The scheme of complement for each unit shall, subject to article 2.09 (Maximum Numbers of Officers and Men), be prescribed by the Chief of the Naval Staff.

(3) Materiel shall be issued to each unit on the authority of the Chief of the Naval Staff within any limits prescribed in accordance with article 36.01 (Naval Materiel).

(M)

2.08—FORMATION AND COMPOSITION OF COMMANDS

(1) The Minister may authorize:

(*a*) the establishment of commands within the navy; and

(*b*) the allocation to commands, areas and formations of such units as are considered expedient.

(2) Except that he shall not authorize the permanent re-allocation of a unit, the Chief of the Naval Staff may, when he considers it necessary so to do by reason of training requirements or operational necessity, exercise the powers conferred upon the Minister under (1)(*b*) of this article.

(M)

2.09—MAXIMUM NUMBERS OF OFFICERS AND MEN

(1) Under section sixteen of *The National Defence Act,* the Governor in Council authorizes the maximum numbers of officers and men in each component.

(2) Subject to (3) of this article, within the maximum numbers prescribed by the Governor in Council the maximum number of persons by rank and trade group shall be determined by the Minister of National Defence with the concurrence of the Minister of Finance.

(3) When the establishment for any rank is not filled by an officer or man holding that rank, an officer or man of lower rank may be carried against the vacancy. (*See appendix III for maxima set under this article.*)

(G)

(2.10: NOT ALLOCATED)

2.11—CLASSIFICATION BY BRANCHES AND SPECIALIZATIONS

The branches and, within the branches, the specializations into which officers and men are classified according to their responsibilities, shall be as prescribed in Naval General Orders.
(C)

2.12—THE NAVAL BOARD

(1) The Naval Board consists of:

(*a*) the Chief of the Naval Staff as chairman;

(*b*) the persons who hold the appointments of

(i) Vice Chief of the Naval Staff,

(ii) Chief of Naval Personnel,

(iii) Chief of Naval Technical Services,

(iv) Assistant Chief of the Naval Staff (Plans),

(v) Assistant Chief of the Naval Staff (Air),

(vi) Assistant Chief of the Naval Staff (Warfare), *(9 Sep 52)*

(vii) Naval Comptroller, *(3 Jul 56)*

or such other members as the Chief of the Naval Staff may appoint in their stead; and

(*c*) such additional members as the Chief of the Naval Staff may appoint.

(2) Subject to (3) of this article, the Naval Board shall be charged with the formulation of naval policy and the co-ordination and integration of the activities of all branches and departments of the navy.

(3) Nothing in this article shall in any way curtail or affect the powers, duties and responsibilities of the Chief of the Naval Staff under *The National Defence Act* and these Regulations.
(M)

2.13—THE NAVAL SECRETARY

(1) The responsibilities and duties of the Naval Secretary shall be as prescribed by the Chief of the Naval Staff.

(2) The Naval Secretary shall be *ex officio* The Secretary, Naval Board.
(C)

2.14—R.C.N. DEPOTS AND SUB-DEPOTS

(1) Except when the Regular Force is on active service by reason of an emergency, an R.C.N. Depot is established within each Port Division on the authority of the Chief of the Naval Staff.

(2) The Officer-in-Charge of an R.C.N. Depot shall:

(*a*) ensure that as far as practicable in each ship manned from the Port Division, the number of men and their ranks and rates are within the complement prescribed for that ship by the Chief of the Naval Staff;

2.14—R.C.N. DEPOTS AND SUB-DEPOTS—(Cont'd)

(*b*) draft men of the Port Division as prescribed by the Chief of the Naval Staff;

(*c*) maintain a roster of the men of the Port Division who are qualified in all respects for promotion;

(*d*) maintain a continuous record of the service of all men of the Port Division; and

(*e*) perform any additional duties prescribed in QRCN or by the Chief of the Naval Staff.

(3) (*a*) On the authority of the Chief of the Naval Staff, Sub-Depots may be established to the extent necessary to decentralize the administration of the duties prescribed in (2) of this article.

(*b*) Each Sub-Depot shall be under the direct control of the Officer-in-Charge of the R.C.N. Depot of which it is a division.

(4) When the Regular Force is on active service by reason of an emergency, the organization and functions of R.C.N. Depots and Sub-Depots shall be as prescribed by the Chief of the Naval Staff.

(C)

(2.15 and 2.16: RESERVED—ARMY)

(2.17 TO 2.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 3

RANK, SENIORITY, COMMAND AND PRECEDENCE

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1 — Rank and Seniority

3.01—RANKS OF OFFICERS AND MEN

(1) The rank of officers shall be:

(*a*) admiral of the fleet;

(*b*) admiral;

(*c*) vice-admiral;

(*d*) rear-admiral;

(*e*) commodore;

(*f*) captain;

(*g*) commander;

(*h*) lieutenant-commander;

(*i*) lieutenant;

(*j*) sub-lieutenant and commissioned officer (branch);

(*k*) acting sub-lieutenant;

(*l*) midshipman; and

(*m*) naval cadet.

(2) The ranks of men shall be:

(*a*) chief petty officer, 1st class;

(*b*) chief petty officer, 2nd class;

(*c*) petty officer, 1st class;

(*d*) petty officer, 2nd class;

(*e*) leading seaman;

(*f*) able seaman; and

(*g*) ordinary seaman.

(See article 2.11—"Classification by Branches and Specializations".)

(G)

3.02—TYPES OF RANK

The ranks prescribed in article 3.01, depending upon the conditions on which they are held, shall be:

(*a*) substantive; or

(*b*) acting.

(M)

3.03—SUBSTANTIVE RANK

(1) The substantive rank of an officer shall be his confirmed rank.

(2) The substantive rank of a man shall be that rank below which he cannot be reduced otherwise than by:

(*a*) a sentence of a service tribunal; or

(*b*) reversion for inefficiency or misconduct. (*See articles 11.10—"Reversion and Remustering for Inefficiency", and 11.11—"Reversion and Remustering Upon Conviction by the Civil Power".*)

(M)

(3.04: RESERVED—ARMY AND AIR FORCE)

3.05—ACTING RANK

(1) An officer may be granted an acting rank higher than his substantive rank:

(*a*) for an indefinite period; or

(*b*) for the period he is filling an appointment which calls for a rank higher than his substantive rank.

(2) An officer granted an acting rank is liable to be appointed in his substantive rank at any time.

(M)

(3.06 AND 3.07: RESERVED—ARMY AND AIR FORCE)

3.08—RELATIVE RANK WITH OTHER SERVICES

The relative ranks of officers and men with the officers and men of the Canadian Army and the Royal Canadian Air Force shall be as prescribed in the table to this article.

(G)

3.08—RELATIVE RANK WITH OTHER SERVICES—(Cont'd)

TABLE TO ARTICLE 3.08

	NAVY	ARMY	AIR FORCE
1.	Admiral of the Fleet	Field Marshal	Marshal of the Royal Canadian Air Force
2.	Admiral	General	Air Chief Marshal
3.	Vice-Admiral	Lieutenant-General	Air Marshal
4.	Rear-Admiral	Major-General	Air Vice-Marshal
5.	Commodore	Brigadier	Air Commodore
6.	Captain	Colonel	Group Captain
7.	Commander	Lieutenant-Colonel	Wing Commander
8.	Lieutenant-Commander	Major	Squadron Leader
9.	Lieutenant	Captain	Flight Lieutenant
10.	Sub-Lieutenant and Commissioned Officer (Branch)	Lieutenant	Flying Officer
11.	Acting Sub-Lieutenant	2nd Lieutenant	Pilot Officer
12.	Midshipman and Naval Cadet	Officer Cadet	Flight Cadet
13.	Chief Petty Officer, 1st Class	Warrant Officer, Class 1	Warrant Officer, Class 1
14.	Chief Petty Officer, 2nd Class	Warrant Officer, Class 2	Warrant Officer, Class 2
15.	Petty Officer, 1st Class	Squadron, Battery, Company Quartermaster-Sergeant and Staff Sergeant	Flight Sergeant
16.	Petty Officer, 2nd Class	Sergeant	Sergeant
17.	Leading Seaman	Corporal and Bombardier	Corporal
18.	Able Seaman Ordinary Seaman (having completed six months' service and the prescribed basic training) Ordinary Seaman (new entry)	Trooper Gunner Sapper Signalman Private Guardsman Fusilier Rifleman Craftsman all classifications	Aircraftman (all classifications)

3.09—ORDER OF SENIORITY

(1) An officer shall take seniority over all men.

(2) Subject to article 3.10, officers shall take seniority among themselves and men among themselves in accordance with the order of ranks prescribed in article 3.01 (Ranks of Officers and Men).

(3) Subject to article 3.10, an officer or man shall take seniority within his rank from the date of enrolment in or promotion to that rank as applicable, except that:

(a) the Chief of the Naval Staff, or such officer as he may designate, may grant additional seniority;

(b) the Chief of the Naval Staff may prescribe the conditions under which seniority may be adjusted on

(i) reduction or reversion, or

(ii) promotion after reduction or reversion, or

(iii) transfer from the Reserves to the Regular Force, or

(iv) transfer between sub-components of the Reserves;

3.09—ORDER OF SENIORITY—(Cont'd)

(c) seniority may be forfeited by reason of the sentence of a service tribunal (*see article 104.10—"Forfeiture of Seniority".*); and

(d) periods of leave without pay and allowances do not count for seniority (*see article 16.25—"Leave Without Pay and Allowances"*).

(M) (27 Aug 52)

3.10—SENIORITY IN ACTING RANK

Officers who hold acting rank shall have no seniority in that rank. They shall have seniority among themselves in their order of seniority in their substantive rank.

(M)

3.11—SENIORITY FROM SAME DATE

(1) When officers or men hold the same substantive rank with the same date of seniority, their seniority among themselves shall be determined when:

(*a*) they belong to the same branch

(i) by their seniorities in their next lower substantive rank, or

(ii) if they have no next lower substantive rank, by the Chief of the Naval Staff; and

(*b*) if they belong to different branches, by order of their dates of birth.

(2) Unless the Chief of the Naval Staff otherwise directs, the order in which the names of officers referred to in (1) (*a*) of this article, appear in the current Canadian Navy List shall be conclusive evidence of their relative seniorities.

(M)

3.12—SENIORITY OF ATTACHED AND SECONDED PERSONNEL

An officer or man of another Commonwealth Force who is attached or seconded to the navy shall have the same seniority in the navy in his rank as he holds in the force to which he belongs.

(M)

(3.13 TO 3.19 INCLUSIVE: NOT ALLOCATED)

Section 2—Command

3.20—CONDITIONS OF EXERCISE OF COMMAND

(1) Subject to the conditions of this article and in cases not otherwise provided for in Q.R.C.N., the Senior Officer present or, in the absence of an officer, the senior man present shall exercise command.

(2) Men shall rank and command after all officers.

(3) Subject to (2) and (5) of this article, executive command shall be exercised by:

(*a*) officers and men of the Executive Branch; and

3.20—CONDITIONS OF EXERCISE OF COMMAND—(Cont'd)

(*b*) officers and men of other than the Executive Branch when

(i) subject to article 3.33 (Command by a Nursing Officer) no member of the Executive Branch is present, or

(ii) ordered to do so by an officer or man of the Executive Branch who has command over them, or

(iii) so authorized by Naval General Orders.

(4) Every officer and man shall exercise departmental command over all persons who have been placed under his command.

(5) When it is necessary to perform the duty imposed on him by the provisions of articles 4.02 (General Responsibilities of Officers) or 5.01 (General Responsibilities of Men), every officer and man shall exercise command over members of the navy who are junior to him.

(M)

3.21—SENIOR OFFICER IN CHIEF COMMAND

(1) A Senior Officer in Chief Command shall be appointed as such by the Chief of the Naval Staff and shall exercise command over all ships and naval establishments allocated to his command.

(2) Unless the Chief of the Naval Staff otherwise directs, in the absence of the Senior Officer in Chief Command, his command shall be assumed by the next senior Executive officer in the command.

(*See article 4.10—"General Responsibilities".*)

(M)

3.22—SENIOR OFFICER IN COMMAND AFLOAT OR ASHORE

(1) A Senior Officer in Command Afloat and a Senior Officer in Command Ashore shall be appointed as such by the Chief of the Naval Staff.

(2) A Senior Officer in Command Afloat or Ashore shall exercise command over all ships and naval establishments allocated to his command.

(3) Unless the Chief of the Naval Staff or the Senior Officer in Chief Command otherwise directs, in the absence of the Senior officer in Command his command shall be assumed:

(*a*) if he was the senior Executive officer in the command, by the next senior Executive officer in the command; or

(*b*) if he was not the senior Executive officer in the command, by the senior Executive officer in the command.

(*See article 4.10—"General Responsibilities".*)

(M)

3.23—COMMAND OF SHIPS AND FLEET ESTABLISHMENTS

(1) Each ship and fleet establishment shall always be commanded by an officer whose rank shall not be higher than that of Commodore.

(2) The Captain shall exercise command over all persons on board his ship or in his fleet establishment.

(3) On all occasions the following officers take command over all other officers and men who serve in the same ship or fleet establishment:

(*a*) the Captain; and

(*b*) subject to (4) of this article

(i) the Executive Officer, and

(ii) the Officer of the Watch. (*See article 3.26—"Officer of the Watch".*)

(4) The provisions of (3) (*b*) of this article do not limit the heads of departments in:

(*a*) their responsibility and direct access to the Captain concerning matters connected with their departments; or

(*b*) subject to article 4.32 (The Executive Officer), their departmental command.

(*See articles 3.24 and 3.25.*)

(M)

3.24—COMMAND WHEN SHIP WRECKED OR LOST

When a ship has been wrecked or otherwise lost or destroyed or has been taken by the enemy, the order of command among the Captain and the officers and men of the crew shall remain unchanged until a court martial has inquired into the cause of the loss or capture of the ship or the officers and men are separated or disposed of by the proper authority.

(*See article 48.33—"Wreck".*)

(M)

3.25—WHEN CAPTAIN IS ABSENT OR CEASES TO EXERCISE COMMAND

(1) Subject to (2) of this article and article 3.28 (Officers and Men Lent or Borne "Additional"), command of a ship or fleet establishment shall be assumed under the circumstances given and in the order following:

(*a*) when the Captain or Commanding Officer has ceased to exercise command, the senior Executive officer on board shall assume full power and duties as though he had been appointed in command;

(*b*) when the Captain or Commanding Officer is temporarily absent, the senior Executive officer on board is responsible for everything done in the ship or fleet establishment. As Commanding Officer for the time being he shall exercise the powers and perform the duties of the Captain on his behalf;

3.25—WHEN CAPTAIN IS ABSENT OR CEASES TO EXERCISE COMMAND—(Cont'd)

(*c*) when an executive officer belonging to the ship or fleet establishment who is senior to the Commanding Officer joins or rejoins, he shall assume command.

(2) Although borne "additional for special service" under article 3.28 (Officers and Men Lent or Borne "Additional"), the Senior Officer in Command while in a ship of his command other than his own may assume command of that ship under (1) (*a*) of this article.

(3) When the officer succeeding to command is other than the Executive Officer of the ship or fleet establishment, he shall not take upon himself the duties of the Executive Officer except by order of the Captain or in case of necessity.

(M)

3.26—OFFICER OF THE WATCH

In the performance of the duties with which he is charged, the Officer of the Watch shall exercise command over all persons on board except:

(*a*) the Captain or Commanding Officer; and

(*b*) the Executive Officer;

of the ship or fleet establishment in which those duties are performed.

(M)

3.27—COMMAND BY MEN PERFORMING REGULATING DUTIES

A man who is borne in a ship or naval establishment to perform regulating duties or who has been instructed to perform them for the time being by the:

(*a*) Captain; or

(*b*) Executive Officer; or

(*c*) Officer of the Watch; or

(*d*) head of the man's department when the duty is a purely departmental one;

shall exercise over all other men the command necessary to perform those duties.

(M)

3.28—OFFICERS AND MEN LENT OR BORNE "ADDITIONAL"

(1) A Senior Officer in Command who is not in command of the ship in which he is borne shall hold the same relation to that ship as he does to the other ships under his command. (*See article 71.0301—"Report of Transfer to Another Ship by a Senior Officer in Command".*)

(2) When a Senior Officer in Command who is also the Captain of a ship embarks in another ship which is in his command, in circumstances which make it desirable to appoint him to the ship, he shall be appointed "additional" for the particular service for the performance of which he embarked. Whilst so borne, his relation to the ship shall be that pre-

3.28—OFFICERS AND MEN LENT OR BORNE "ADDITIONAL"—(Cont'd)

scribed in (1) of this article. (*See article 3.25—"When Captain is Absent or Ceases to Exercise Command" and 71.0301—"Report of Transfer to Another ship by a Senior Officer in Command".*)

(3) In all matters of general discipline the members of the staff of a Senior Officer in Command shall be subject to the orders and routine of the ship in which they are borne.

(4) An officer or man shall:

(*a*) when

(i) lent to a ship or naval establishment, or

(ii) borne additional to the complement of a ship or naval establishment for no specified duty,

exercise command as if he were part of the complement;

(*b*) subject to

(i) the provisions of (2) of article 3.25 (When Captain is Absent or Ceases to Exercise Command) and (2) of article 4.34 (Specialist and Departmental Duties When no Qualified Officer is Borne),

(ii) in the case of an officer, the provisions of article 4.02 (General Responsibilities of Officers) or receipt of contrary instructions from the Minister, and

(iii) in the case of a man, the provisions of article 5.01 (General Responsibilities of Men),

when borne additional to the complement of a ship or naval establishment for a specified duty assume only that command required for the performance of the specified duty;

(*c*) when taking passage in a ship exercise command as if he were part of the ship's complement only if he is required to do duty under the provisions of (5) of this article.

(5) An officer taking passage in a ship may be ordered to do duty when:

(*a*) he is an executive officer of inferior rank or junior to the Executive Officer of the ship; or

(*b*) he is a non-executive officer of inferior rank or junior to the senior officer of his branch who is the head of the relevant department in the ship.

(6) A man taking passage in a ship shall be employed as part of the ship's complement.

(7) Unless he has been instructed by the Chief of the Naval Staff to do so, no officer who is taking passage in a ship shall assume command under the provision of article 3.25 (When Captain is Absent or Ceases to Exercise Command).

(M)

3.29—EXTENT OF COMMAND

(1) Subject to (3) of this article, unless they are actually under the command of an officer senior to him then present, the Senior Officer in Command shall take under his command all officers junior to himself. (*See article 3.20—"Conditions of Exercise of Command".*)

3.29—EXTENT OF COMMAND—(Cont'd)

(2) (*a*) An officer who is within the limits of the command of an officer junior to himself shall not interfere with the command.

(*b*) While within the limits of another command, officers and ships are subject to the control of the Senior Officer in Command of that command in all matters governed by the command standing orders.

(3) Subject to (4) of this article, when an officer belonging to another command is placed under his command by the provisions of (1) of this article, the senior officer shall not:

(*a*) divert him from his service; or

(*b*) interfere with the orders he has received; or

(*c*) order him to produce any secret orders which he may have in his possession.

(4) If, for a pressing exigency, a senior officer has deviated from the provisions of (3) of this article he shall:

(*a*) permit the junior officer to proceed in execution of his orders as soon as possible; and

(*b*) forward the report prescribed in article 71.0303 (Report of Interference with Previous Orders given to a Junior Officer).

(5) When a ship is observed:

(a) avoiding battle; or

(*b*) not doing her duty properly; or

(*c*) making a mistake;

and the Senior Officer in Command of the command or formation to which she belongs does not see her distinctly or, when in the presence of the enemy, does not immediately correct her, the Senior Officer in Command of any other command or formation may take any action that he deems necessary under the circumstances. (*See article 71.0302—"Reports on Ships in Battle".*)

(C)

3.30—COMMAND IN AIRCRAFT

Section one hundred of *The National Defence Act* provides:

"100. (1) Every person who, when in an aircraft, disobeys any lawful command given by the captain of the aircraft in relation to the flying or handling of the aircraft or affecting the safety of the aircraft, whether or not the captain is subject to the Code of Service Discipline, is guilty of an offence and on conviction is liable to imprisonment for life or to less punishment.

(2) For the purposes of this section

(*a*) every person whatever his rank shall when he is in an aircraft be under the command, as respects all matters relating to the flying or handling of the aircraft or affecting the safety of the aircraft, of the captain of the aircraft whether or not the latter is subject to the Code of Service Discipline; and

3.30—COMMAND IN AIRCRAFT—(Cont'd)

(*b*) if the aircraft is a glider and is being towed by another aircraft, the captain of the glider shall so long as his glider is being towed be under the command as respects all matters relating to the flying or handling of the glider or affecting the safety of the glider, of the captain of the towing aircraft, whether or not the latter is subject to the Code of Service Discipline.".

(C)

(3.31—RESERVED: ARMY AND AIR FORCE)

3.32—COMMAND WHEN SERVICES SERVING TOGETHER

(1) When portions of two or more Services of the Canadian Forces are serving together, command of those portions may be exercised by such officer of any Service of the Canadian Forces as may be designated by or under the authority of the Minister. An officer so designated shall have command over all officers and men serving in those portions.

(2) When portions of two or more Services of the Canadian Forces are serving together in a composite unit, officers and men serving in that unit shall, unless the Minister otherwise directs, obey the orders of persons senior to them in rank (*See article 3.08—"Relative Rank with other Services".*) as if those persons were members of the navy.

(G)

3.33—COMMAND BY A NURSING OFFICER

A nursing officer shall exercise command only in respect of matters connected with her professional duties. She shall not exercise command over a medical officer junior to her in respect of his treatment of a case of which he is in charge or be eligible to assume command of a hospital.

(M)

3.34—COMMAND WHEN COMMONWEALTH FORCES ARE SERVING TOGETHER OR IN COMBINATION

The Visiting Forces (British Commonwealth) Act, 1933, (*See Appendix XII*) governs the mutual power of command when Commonwealth Forces are serving together or acting in combination.

(M)

(3.35 TO 3.40 INCLUSIVE: NOT ALLOCATED)

Section 3—Precedence

3.41—NAVAL PRECEDENCE

(1) Officers shall take precedence over all men.

(2) The Chief of the Naval Staff shall take precedence over all other officers in the navy.

(3) The:

(*a*) Senior Officer in Chief Command;

(*b*) Senior Officer in Command; and

(*c*) the

(i) Captain,

(ii) Commanding Officer, and

(iii) Executive Officer,

of a ship or fleet establishment;

shall take precedence over all officers over whom they exercise command.

(4) In cases not specifically provided for in this article the senior officer or man shall take precedence over the junior.

(M)

(3.42: NOT ALLOCATED)

3.43—PRECEDENCE AMONG HER MAJESTY'S FORCES

(1) The navy shall take precedence before Her Majesty's army and air forces. When elements of Her Majesty's naval, army, or air forces take part in a joint parade or ceremony, they shall take precedence in that order.

(2) Except as prescribed in (3) of this article, officers of Her Majesty's naval, army, or air forces taking part as individuals in a joint parade or ceremony shall take precedence among themselves in accordance with their respective ranks and seniority.

(3) When officers of Her Majesty's naval, army or air forces take part as individuals in a joint parade or ceremony, the senior naval officer, the senior army officer, and senior air force officer shall take up their positions together, jointly taking precedence over all other naval, army, or air force officers who may be present, but taking precedence among themselves according to their individual rank and seniority.

(4) The Minister may, at the opening or closing of Parliament, modify the order of precedence prescribed in (1), (2), and (3) of this article.

(M)

(3.44 TO 3.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 4

OFFICERS' DUTIES AND RESPONSIBILITIES

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1 — General

4.01—RESPONSIBILITY OF OFFICERS TO SUPERIORS

An officer shall be responsible to his immediate superior for the proper and efficient performance of his duties.

(M)

4.02—GENERAL RESPONSIBILITIES OF OFFICERS

An officer shall:

(*a*) acquaint himself with, observe and enforce
- (i) *The National Defence Act,*
- (ii) *The Official Secrets Act,*
- (iii) QRCN, and
- (iv) all other regulations, rules, orders and instructions that pertain to the performance of his duties;

(*b*) afford to all persons employed on the public service such assistance in the performance of their duties as is practical; (*See article 4.16—"Liaison With Civil Authorities and other Services".*)

(*c*) promote the welfare, efficiency and good discipline of all who are subordinate to him;

(*d*) ensure the proper care and maintenance and prevent the waste of all public and non-public property within his control; and

(*e*) report to the proper authority any infringement of the pertinent statutes, regulations, rules, orders and instructions governing the conduct of any person subject to the Code of Service Discipline when he cannot deal adequately with the matter himself.

(M)

4.03—ATTENDANCE ON BOARD

(1) (*a*) Every officer so long as he belongs to a ship or naval establishment shall be constant in his attendance on board.

(*b*) Except for some pressing reason on the public service, no officer subordinate to the Captain shall quit the ship or naval establishment without his permission.

(2) An officer shall not remain out of his ship or naval establishment for a longer period than forty-eight hours without the approval of the Captain.

(M)

4.04—SLEEPING ON BOARD

(1) When the Captain is absent from a ship or fleet establishment for the night or has ceased to exercise command by reason of sickness or for other cause:

(*a*) the Executive Officer; or

(*b*) an officer of the Executive branch, other than one borne supernumerary as "additional for special or particular duties";

shall sleep on board.

(2) This regulation may be relaxed only by special permission of the senior officer present.

(C)

4.05—VISITS TO SHIPS AND FLEET ESTABLISHMENTS

An officer visiting a ship or naval establishment on duty shall report to the Captain before proceeding with the object of his visit.

(C)

4.06—DUTIES ON PROMOTION

(1) Except as prescribed in (2) of this article an officer who has received official notification of his promotion to a higher rank shall:

(*a*) if he is reappointed in the higher rank, take rank and command accordingly; or

(*b*) if he is not reappointed, continue to perform the duties of the rank from which he has been promoted until relieved.

(2) When the promoted officer is a vice-admiral or rear-admiral flying his flag as such, he shall at once alter his flag to that of admiral or vice-admiral, as the case may be. (*See article 62.19—"Flag Officers and Commodores".*)

(M)

4.07—SUPERSESSION OF OFFICERS

(1) *Visit to Naval Headquarters.* When he has been relieved of his command and has struck his flag or broad pendant, an officer who has been in Chief Command shall attend

4.07—SUPERSESSION OF OFFICERS—(Cont'd)

at Naval Headquarters to give the Chief of the Naval Staff any information about the Command that he thinks will benefit the public service.

(2) *Time Allowed for Supersession.* Except when the notification of appointment or QRCN expressly provide otherwise, an officer is, normally, superseded in an appointment at the end of the day on which his relief joins the ship.

(3) *Orders.* All orders issued by an officer in command or by the head of a department shall remain in force until cancelled or modified by his successor.

(4) *Unexecuted Orders.* Every officer shall, when he is superseded, give his successor the originals or authenticated copies of all orders received by him that have not been executed. If the officer succeeded is the Captain of a ship or fleet establishment he shall forward to the Senior Officer in Command a list of all unexecuted orders.

(5) *Musters.* All stores that are on charge to the officer who is to be superseeded shall be mustered and all stores accounts kept by him shall be disposed of in such manner as the Chief of the Naval Staff may prescribe.

(6) *Funds.* All funds that are the responsibility of the officer who is to be superseded shall be audited.

(7) *Inspections.* (*See article 45.05—"Inspections on Supersession of Officers".*)

(8) *Report to Captain.* The officer assuming and the officer relinquishing the duties of an appointment in a ship or fleet establishment shall report jointly to the Captain when the duties have been transferred.
(*See (1) of article 71.0401—"Supersession of Officers—Reports".*)

(9) *Defects in Machinery Discovered After Supersession.* If, on the next occasion after the supersession of an officer, the stripping down or opening of machinery that was on his charge discloses any serious defects that were not reported in accordance with the provisions of article 71.0401 (Supersession of Officers—Reports), the Captain shall obtain the services of the appropriate specialist officer from another ship to survey the machinery in conjunction with the officers concerned in his own ship. (*See article 42.23—"Defects in and Accidents to Materiel".*)

(10) *Death or Removal.* When an officer dies or is removed the officer who:

(*a*) has temporarily performed the duties of the dead or removed officer shall comply with the instructions contained in this article and article 71.0401 (Supersession of Officers—Reports) unless the officer appointed to succeed him consents in writing to take charge from the date of his predecessor's death or removal; or

(*b*) is appointed to succeed the dead or removed officer shall comply with the provisions of this article and article 71.0401 (Supersession of Officers—Reports).

(C)

Section 2—Duties and Responsibilities of the Judge Advocate General

4.08—GENERAL DUTIES AND RESPONSIBILITIES OF THE JUDGE ADVOCATE GENERAL

The Judge Advocate General shall, in addition to those responsibilities devolving upon him by virtue of *The National Defence Act*, be responsible to the Minister for such legal matters appertaining to the navy as the Minister may direct.

(M)

(4.09: NOT ALLOCATED)

Section 3—Senior Officer in Command

4.10—GENERAL RESPONSIBILITIES

A Senior Officer in Command shall, for the control and administration of all formations and units allocated to his command, be responsible directly to:

(*a*) the Chief of the Naval Staff; or

(*b*) such officer as the Chief of the Naval Staff may designate.

(*See article 3.21—"Senior Officer in Chief Command" and article 3.22—"Senior Officer in Command Afloat or Ashore".*)

(M)

(4.11: RESERVED—ARMY)

4.12—COMMAND ORDERS

(1) A senior officer in command shall issue command orders for the information and action of those under his command.

(2) Copies of orders issued by a senior officer in chief command in compliance with (1) of this article shall be forwarded as prescribed in article 71.0402 (Return of Command Orders).

(C)

4.13—OPERATIONAL ORDERS

A senior officer in command shall, if practicable, before going into battle communicate any secret orders, private signals or communications and any other information which bears on

4.13—OPERATIONAL ORDERS—(Cont'd)

his intentions which, in his opinion, may materially assist them if called upon to command to:

(*a*) his Chief of Staff;

(*b*) the Senior Officers of combinations of ships under his orders; and

(*c*) the Captains of ships under his orders.

(C)

(4.14: RESERVED—ARMY AND AIR FORCE)

4.15—EFFICIENCY OF SHIPS

(1) When a ship displays a marked degree of efficiency in an exercise, the Senior Officer in Command shall forward to Naval Headquarters the report prescribed in article 71.0403 (Reports on Efficiency of Ships).

(2) When a ship obtains markedly poor results in an exercise, the Senior Officer in Command shall convene a Board of Inquiry to investigate the matter.

(C)

4.16—LIAISON WITH CIVIL AUTHORITIES AND OTHER SERVICES

A senior officer in command shall communicate:

(*a*) with the appropriate civil, army, and air force authorities to arrange for co-operation within the limits of the command; and

(*b*) with the appropriate army and air force authorities to arrange combined exercises when practical within any limits of policy prescribed by the Chief of the Naval Staff.

(M)

(4.17 TO 4.19 INCLUSIVE: NOT ALLOCATED)

Section 4—The Captain

4.20—GENERAL RESPONSIBILITY OF THE CAPTAIN

(1) The Captain shall be responsible for the whole of the organization and safety of his ship or establishment, but the detailed distribution of work between himself and his subordinates is left substantially to his discretion. Unless otherwise provided in Q.R.C.N. he

4.20—GENERAL RESPONSIBILITY OF THE CAPTAIN—(Cont'd)

may allocate to his officers who are his immediate subordinates all matters of routine or of minor administration. He shall retain for himself:

(*a*) matters of general organization and policy;

(*b*) important matters requiring his personal attention and decision; and

(*c*) the general control and supervision of the various duties he has allocated to others.

(2) The Captain shall use his best endeavours to ensure that cleanliness, dryness and good ventilation prevail throughout the ship and that all compartments are kept dry. He shall cause an officer to inspect all parts of the ship below decks each day and to report to him whether they are in a clean and well ventilated state with bilges dry or otherwise. *(1 Feb 54)*

(3) Except as prescribed by the Chief of the Naval Staff, the Captain shall ensure that his ship is constantly in a state of readiness for war.

(See article 4.32—"The Executive Officer".)

(C)

4.21—STANDING ORDERS

(1) The Captain shall issue standing orders which shall include orders that are peculiar to his ship or establishment.

(2) An officer in temporary command of a ship or establishment shall not issue standing orders, nor alter those already in force, without reference to the Captain or to superior authority.

(3) The Captain, when he is away from his ship or establishment, shall not issue standing orders.

(C)

(4.22 TO 4.25 INCLUSIVE: RESERVED—ARMY AND AIR FORCE)

4.26—CIRCULATION OF REGULATIONS, ORDERS, INSTRUCTIONS, CORRESPONDENCE, AND PUBLICATIONS

The Captain shall ensure that all regulations, orders, instructions, correspondence, and publications affecting officers or men, whether in the performance of their duties or in the conditions of their service, are given such publicity as will enable the officers and men to study them and become acquainted with the contents. Orders relating to any matters requiring special explanation shall be read and explained to men immediately they are received.

(C)

(4.27 AND 4.28: RESERVED—ARMY AND AIR FORCE)

(4.29: NOT ALLOCATED)

4.30—ARMED PARTIES ON UNUSUAL DUTIES

The Captain shall personally ensure that the officer or man in charge of an armed party called out from his ship or establishment for the performance of any unusual duty is fully instructed in all particulars that concern the duty the party may be required to perform.

(C)

(4.31: RESERVED—ARMY AND AIR FORCE)

Section 5—The Executive Officer

4.32—THE EXECUTIVE OFFICER

(1) The Executive Officer is the direct representative of the Captain in the maintenance of the efficiency, safety, routine, welfare and discipline of the ship or fleet establishment and of all persons under the command of the Captain. (*See article 3.23—"Command of Ships and Fleet Establishments".*)

(2) The Executive Officer shall:

(*a*) be responsible for all organization that is not the direct responsibility of the head of a department; and

(*b*) co-ordinate the preparation and completion of the quarter bill by the heads of departments. (*See article 4.33.*)

(C)

Section 6—Heads of Departments

4.33—HEADS OF DEPARTMENTS

The head of a department is responsible to the Captain:

(*a*) for the efficiency and operation of his department; (*See articles 3.20—"Conditions of Exercise of Command" and 3.23—"Command of Ships and Fleet Establishments".*)

(*b*) for the co-operation of his department with the other departments; (*See article 4.35—"Co-ordination of Work".*)

(*c*) for the preparation of the Quarter Bill for co-ordination by the Executive Officer; (*See article 4.32.*)

(*d*) for the instruction and training of officers and men in their departmental duties;

(*e*) for the instruction of officers and men who are attached to his department for training; and

(*f*) that material required by his department is obtained in the proper manner.

(*See article 42.01—"Responsibility for Preservation of Ship".*)

(C)

4.34—SPECIALIST AND DEPARTMENTAL DUTIES WHEN NO FULLY QUALIFIED OFFICER IS BORNE

(1) When no fully qualified officer is appointed to the ship to perform specialist duties as the head of a department, the provisions of this article shall be followed.

(2) *Staff Officers.* A Staff officer who is accommodated in the ship and whose staff duties do not entail frequent or prolonged periods of absence, may perform the duties of the head of a department in the ship if the officer of whose staff he is a member gives permission to employ him. As the head of a department he shall exercise departmental command in the ship. (*See article 3.28—"Officers and Men Lent or Borne Additional".*)

(3) *Departments Administered by the Executive Branch.* When no officer is appointed to do specialist duties in a department administered by the Executive Branch, the Captain shall detail an executive officer to do them. A specialist officer appointed to the ship for general duties shall not normally be selected to do the duties of the head of the department in which he has specialized. (*See (7) of this article.*)

(4) *Ordnance Department.* When no ordnance officer is borne his duties may be performed by a qualified gunnery officer. (*See (6) of this article.*)

(5) *Supply Department.* When no supply officer is borne the Captain shall detail an officer of commissioned rank (*see (6) of this article*) to perform the duties of the Supply Officer but, if an engineer officer is borne, the Engineer Officer shall perform the naval storekeeping duties whether or not another officer performs the other supply duties.

(6) *Other Departments.* When no specialist officer is borne to perform the duties of the head of a department which is not dealt with elsewhere in this article, the senior man who holds the relevant rate shall assume the technical responsibilities of the department and the Captain shall detail an officer of commissioned rank to perform the other duties.

(7) *Branch Officers.* A branch officer shall not perform the duties of the Supply Officer unless he is a:

(*a*) lieutenant (S)*; or

(*b*) commissioned writer officer; or

(*c*) commissioned stores officer.

(*See (5) of this article.*)

(8) *Short Courses.* When practical and practicable, an officer who is detailed to perform specialist or departmental duties which are not the normal responsibility of his branch shall undergo a short course at an appropriate school or establishment in the duties which he is required to perform.

(C)

4.35—CO-ORDINATION OF WORK

When one department requires the assistance of another:

(*a*) to perform any work, the co-ordinating authority shall be the head of the department that requires the work to be done; or

4.35—CO-ORDINATION OF WORK—cont'd.

(*b*) for the maintenance of any equipment, the co-ordinating authority shall be the head of the department that uses the complete assembly.

In these circumstances, the departments that perform the work shall meet the requirements of the co-ordinating authority.

(*See article 4.34*).

(C)

(4.36 AND 4.37: NOT ALLOCATED)

Section 7—Divisional Duties

4.38—DUTIES OF THE DIVISIONAL OFFICER

(1) The Divisional Officer shall have charge of the men of his division and shall be responsible under the Executive Officer, for:

(*a*) their discipline and welfare; and

(*b*) in conjunction with the heads of departments (*See article 4.33—"Heads of Departments"*.) their work and training.

(2) The Divisional Officer shall deal personally with any representation made by a man of his division. Except when the man requests to see the Divisional Officer on a matter of a private nature, the Divisional Chief Petty Officer or Petty Officer shall be present at the interview.

(3) When the Divisional Officer is personally unable to deal with a representation made by one of his men, he shall bring the matter to the notice of the Executive Officer and, when applicable, the head of the man's department, using his discretion whether to present the matter himself to the Executive Officer or to bring the applicant before him to state the case. (*See article 19.12—"Communication With the Captain"*.)

(4) When the Divisional Officer receives a complaint or request that he considers to be unreasonable he shall investigate the conditions that prompted it and shall explain to the man why it is unreasonable, but if the man still desires to have the matter considered by higher authority the Divisional Officer shall bring it to the notice of the Executive Officer.

(5) The Divisional Officer shall:

(*a*) keep the Executive Officer and the departmental officers concerned informed of all representation made to him; and

(*b*) keep a record of all representations made to him, the action taken and their final disposal.

(6) Before a man in his division appears before the Captain or the Executive Officer as a requestman, complainant or defaulter, the Divisional Officer shall advise and assist him

4.38—DUTIES OF THE DIVISIONAL OFFICER—cont'd.

to prepare and present his case. The Divisional Officer shall attend when the man is brought before the Captain or the Executive Officer.

(7) It is the responsibility of the Divisional Officer that his men request to see the Captain in time to allow any:

(*a*) promotion;

(*b*) advancement;

(*c*) award; or

(*d*) restoration

to be made when it is due and that any man of his division who has been marked "Run" applies for the removal of the "R" when he is qualified under article 19.66 (Removal of "Run").

(8) The Divisional Officer shall keep for each man in his division:

(*a*) a record of articles of uniform clothing in the man's possession;

(*b*) when applicable, a kit deficiency list in original only; and

(*c*) a divisional record sheet (Form C.N.S. 264).

(*See articles 17.09—"Kit Inspection" and 19.06—"Trafficking".*)

(9) In ships in which the broadside system of messing is in operation, the Divisional Officer shall:

(*a*) be responsible for the general supervision of the mess utensils used in the mess of his division; and

(*b*) once a month in conjunction with the Supply Officer, muster the mess utensils used in the mess of his division.

(*See article 43.03—"~~The~~ Divisional System".*) AL 24

(C)

(4.39: NOT ALLOCATED)

Section 8—Officer of Quarters, Officer of the Guard, Boarding Officer

4.40—OFFICERS OF QUARTERS

(1) *Definitions.* The term "Officers of Quarters" means:

(*a*) officers of all branches who are detailed for duty in action in charge of the stations specified in the ship's quarter bill; and

(*b*) officers of all branches who are detailed for the supervision of training and preparation for firing.

4.40—OFFICERS OF QUARTERS—cont'd.

(2) To ensure proper supervision over all quarters at drill and in preparation for action, as well as in action, an officer of quarters shall be detailed for each of the quarters, even though he may be stationed elsewhere in action. (*See article 43.03—"Divisional System."*)

(3) In conjunction with the specialist officers and divisional officers concerned, the Officer of Quarters is responsible for:

(*a*) the training and efficiency at their stations of all officers and men;

(*b*) the safety and efficiency of the

(i) weapons,

(ii) machinery,

(iii) damage control equipment and system,

(iv) stores, and

(v) other materiel; and

(*c*) except when the Captain has assigned the responsibility to another officer, the magazines and shell rooms;

belonging to his quarters.

(4) When armament and equipment are actually undergoing trials, the responsibility of the Officer of Quarters for them shall be vested in an officer named by the Captain.

(C)

4.41—OFFICER OF THE GUARD

The duties of the Officer of the Guard shall be performed by a sub-lieutenant, lieutenant or lieutenant-commander of the Executive Branch in accordance with any instructions issued by the officer who details him to perform the duties.

(C)

4.42—BOARDING OFFICER

The duties of the Boarding Officer shall be performed by an executive officer of the rank not lower than sub-lieutenant. He shall be guided by the instructions contained in the "~~Bording~~ Boarding Officers' Packet". AL 24

(C)

Section 9—Watchkeeping Officers

4.43—OFFICER OF THE WATCH—GENERAL

(1) *Safety of the Ship.* Subject to the orders he receives from the Captain, the Officer of the Watch is responsible for the safety of the ship:

4.43—OFFICER OF THE WATCH—GENERAL—cont'd.

(*a*) when under way, as defined in the regulations prescribed for use in the navy in article 48.15 (Prevention of Collisions and Signals of Distress); and

(*b*) in harbour.

(2) *Conduct and Appearance.* The Officer of the Watch is responsible for the

(i) outward appearance of the ship,

(ii) orderly conduct of all on board,

(iii) safety and appearance of all boats working under his orders,

(iv) proper marks of respect being paid to passing vessels,

(v) proper marks of respect being paid to officers visiting the ship, and

(vi) routine duties on deck being carried out.

(*See article 3.26—"Officer of the Watch."*)

(3) *Before taking Charge of a Watch.*

(*a*) On every occasion before taking charge of a watch at sea or in harbour, the Officer of the Watch shall see that the ship is in her correct station and position.

(*b*) If the ship is out of station or position, he shall not take charge until the Captain has been informed and his orders received to take charge, and he shall enter in the log book the bearings and distance of

(i) the next ship in line,

(ii) the flag ship, and

(iii) points on land.

(4) *After Taking Charge of the Watch.* After taking charge of the watch, the Officer of the Watch shall:

(*a*) be constantly on deck until properly relieved;

(*b*) see that the ship is as perfectly prepared for battle as circumstances admit;

(*c*) if not in a flag ship, be careful that all signals are recorded as the Captain directs;

(*d*) inform the Captain of all occurrences worthy of notice; and

(*e*) at the end of the watch ensure that the ship's log book has been properly written up, and initial it.

(5) *Rounds at Night.*

(*a*) During the night the Officer of the Watch shall be careful that the Regulating Petty Officer of the Watch or the man who is carrying out the duties goes the rounds and visits every part of the ship frequently.

(*b*) (i) The Officer of the Watch shall cause a sub-lieutenant or a subordinate officer of the watch, accompanied by a petty officer to go the rounds frequently during each night watch.

(ii) In harbour when there is no sub-lieutenant or subordinate officer of the watch, he shall personally make the rounds frequently during each night watch.

(6) *Men Aloft.*

(*a*) The Officer of the Watch is responsible that no man is allowed to go aloft until the Officer of the Watch has assured himself that instructions contained in Naval

4.43—OFFICER OF THE WATCH—GENERAL—cont'd.

General Orders to the effect that radio transmission on power is not to take place have been received by the responsible telegraphist rate in each communication office concerned.

(*b*) When it is necessary for a man to go in close proximity to a radar aerial, the Officer of the Watch shall arrange that the radar compartment affected is locked or that a sentry is placed over the set to prevent its use.

(7) *On Being Relieved.* In giving up charge of the watch, the Officer of the Watch shall inform his relief:

(*a*) of all the orders, whether conveyed by signal or otherwise, that remain unexecuted;

(*b*) when in company with other ships, the position of the Officer in Chief Command, the Officer in Command of the formation to which the ship belongs, and of the ships generally;

(*c*) under what notice for steam they were when last ascertained; and

(*d*) generally to give him all information which is likely to enable him to keep the ship out of danger and in efficient state.

(C)

4.44—OFFICER OF THE WATCH AT SEA

(1) An officer whose night vision is poor shall not perform the duties of the Officer of the Watch at night.

(2) The Officer of the Watch at sea shall carry out the following duties in addition to the duties prescribed in article 4.43 (Officer of the Watch—General).

(3) *Relieved of Duties by Specific Order of Captain.* All the duties and responsibilities of the Officer of the Watch at sea remain with him, whether the Captain is on the bridge or not, unless he is relieved of any or all of them by the specific order of the Captain.

(4) *Position of the Ship.* At all times, as far as practicable, the Officer of the Watch shall keep himself informed of the position of the ship.

(5) *Course, Distance, Notations in Ship's Log.* The Officer of the Watch shall be careful that:

(*a*) the ship is properly steered;

(*b*) a correct account is kept of her way by use of the log; and

(*c*) the notations necessary for navigation are made in the ship's log.

(6) *Station Keeping.*

(*a*) The Officer of the Watch shall keep station with other ships.

(*b*) When unable to keep station, the Officer of the Watch shall report at once to the Captain.

(7) *Changing Course.* Except to avoid immediate danger, the Officer of the Watch shall not alter the course without directions from the Captain. (*See article 48.02—"The Navigating Officer."*)

4.44—OFFICER OF THE WATCH AT SEA—cont'd.

(8) *Look-outs.* The Officer of the Watch shall:

(*a*) keep look-out men, during the day, and during the night, in their proper stations;

(*b*) frequently caution look-out men to be on the alert, and cause them to be visited; and

(*c*) take care at all times to have look-out men relieved frequently.

(9) *Important Occurrences.*

(*a*) The Officer of the Watch shall inform the Captain, or cause him to be informed of all

(i) strange vessels sighted,

(ii) signals of which in his opinion or in accordance with the Captain's orders he should be made immediately aware, and

(iii) changes of speed made by the guide of the fleet, by the leading ship of his column, or by the ship next ahead, except small alterations made without signal for the purpose of keeping station.

(*b*) *When the Naval Forces are on Active Service, Meeting Strange Vessel.* While on active service, when a strange vessel is sighted the Officer of the Watch shall

(i) immediately inform the Captain,

(ii) make all immediate preparations for action that the circumstances require, and

(iii) endeavour to identify the vessel by all means other than using any form of challenge.

(10) *Approaching Land or in Pilotage Waters.* The Officer of the Watch shall ascertain:

(*a*) when approaching land or in pilotage waters

(i) whether land or lights are in sight, and if not,

(ii) whether any are likely to be seen, and

(iii) all other particulars which may be of use in keeping the ship out of danger;

(*b*) the Captain's instructions regarding the use of radar and other radio navigational aids as well as the taking of soundings and the clearing away of anchors and cables; and

(*c*) when soundings are being taken, he is to see that they are obtained with sufficient frequency.

(11) *Bad Weather, Upper Deck Dangerous.* The Officer of the Watch shall give the orders necessary to prevent any person going on to the upper deck when:

(*a*) weather conditions are such as to make it dangerous; or

(*b*) an alteration of course is likely to render it dangerous.

(12) *Obscuring Authorized Lights.* The Officer of the Watch shall take care that no lights are visible from outboard which might cause the authorized lights of the ship to be obscured or mistaken.

(13) *Messages.* The Officer of the Watch shall take care that:

4.44—OFFICER OF THE WATCH AT SEA—cont'd.

(*a*) a good look-out is kept for all messages;

(*b*) no unauthorized messages are made; and

(*c*) all apparatus necessary for making messages is in good order and ready for instant use.

(14) *Fishing Gear.* The Officer of the Watch shall take every precaution to avoid damage to fishing gear. (*See article 48.32—"Damage to Fishing Gear."*)

(15) *Mustering the Watch and Sea Boats Crew.* When he takes charge at night, and at any other time he thinks necessary, the Officer of the Watch shall cause the watch, and the seaboats crew and lowerers to be mustered.

(16) *Readiness of Seaboats.* When he takes charge of the Watch, the Officer of the Watch shall satisfy himself that every seaboat:

(*a*) is ready for lowering; and

(*b*) contains the stores prescribed in Naval General Orders.

(17) *Reports from Constructor Officer.* When water ballast is in a ballast compartment, the Officer of the Watch shall receive from the Constructor Officer a report on the state of the water at 0800 and in the last dog watch. (*See article 42.05—"Ballast Compartments".*)

(18) *Report from the Gunner.* The Officer of the Watch shall take care that the Gunner, or one of his mates, examines and reports to him at least once in each watch whether the guns are properly secured.

(19) *Reports from the Boatswain.* The Officer of the Watch shall receive a report from the Boatswain or one of his mates:

(*a*) when the ship proceeds to sea whether the anchors are secured;

(*b*) on approaching land or in pilotage waters whether the anchors and cables are ready for immediate use; and

(*c*) at morning and evening quarters, whether the seaboats are properly secured and ready for immediate service.

(20) *Information to Relief.* In addition to the information prescribed in article 4.43 the Officer of the Watch when giving up charge of the watch shall inform his relief:

(*a*) whether the ship is coming up or dropping astern;

(*b*) of all matters that may serve to enable him to keep station;

(*c*) whether land or lights are in sight; and

(*d*) of all orders left by the Captain.

(C)

4.45—OFFICER OF THE WATCH IN HARBOUR

(1) The Officer of the Watch in harbour shall carry out the following duties in addition to the duties prescribed in article 4.43 (Officer of the Watch—General).

4.45—OFFICER OF THE WATCH IN HARBOUR—cont'd.

(2) *Hawse.* When the ship is moored, if the hawse becomes foul, he shall:

(*a*) immediately report to the Captain; and

(*b*) cause the Navigating Officer to be informed.

(3) *Life Boat.*

(*a*) When he takes charge at night he shall satisfy himself that the life boats

(i) are ready for lowering,

(ii) have a compass, lantern, and Very's lights in each of them, and

(iii) have the boats' boxes in them, or at hand.

(*b*) He shall be responsible that a crew is detailed for the life boat each night. This crew shall be known as the night boat's crew and it shall

(i) be mustered by the Officer of the Watch each night before pipe down, and

(ii) sleep in a suitable place set apart with easy access to the upper deck.

(C)

4.46—ENGINEER OFFICER OF THE WATCH

(1) *General Duties.* The Engineer Officer of the Watch in the engine room department, whether an officer, chief petty officer, or a petty officer, shall:

(*a*) have immediate charge and control of the men of the engine-room department on watch;

(*b*) exercise a general supervision over the machinery and boilers;

(*c*) during the period of his watch, be responsible for the efficient management and working of the machinery and boilers in use.

(2) *Taking Over Charge of Watch.*

(*a*) The officer or man about to take charge of the watch in the engine-room department shall ascertain from the officer or man he is relieving

(i) the exact condition of the machinery, boilers, accessories, pipe systems, and tanks in use or available for use in the department, and

(ii) the orders his predecessor has received that remain in force or require to be carried out.

(*b*) If the Engineer Officer of the Watch about to take charge is not satisfied with the condition of the machinery described in (*a*) (i) of this paragraph, he shall immediately inform the Engineer Officer.

(3) *Absence from Department During Watch.*

(*a*) Except for the time required to pass from one compartment to another, the Engineer Officer of the Watch shall not be absent from the engine-room department unless properly relieved.

(*b*) When leaving the engine-room platform to inspect other parts of the engine-room department, he shall leave a subordinate on the platform who is competent to execute orders received during his absence.

4.46—ENGINEER OFFICER OF THE WATCH (Cont'd)

(4) *Accidents When on Watch.* If an accident occurs to the machinery of the ship when under way, or if the Engineer Officer of the Watch observes, or is informed of, anything unusual in the working of the main or auxiliary engines or boilers, he shall:

(*a*) immediately inform the Engineer Officer of the circumstances; and

(*b*) bearing in mind that the safety of the ship is the first consideration, take whatever immediate action he considers necessary for the safety of the machinery and boilers, informing the Officer of the Watch when the action taken, or contemplated to be taken, affects the mobility of the ship.

(5) *Charge in a Water-Tight Compartment.*

(*a*) When no officer, chief petty officer, or petty officer of the Engineering Branch senior to himself is present, the officer, chief petty officer, or petty officer in charge of the machinery in each water-tight compartment of a ship is directly responsible for the efficient working and proper management of the machinery and boilers in that compartment.

(*b*) If an accident of any kind occurs, or if he observes anything that he considers is likely to cause injury to the machinery and boilers, the person responsible under (*a*) of this paragraph shall immediately report the circumstances to the Engineer Officer of the Watch, and his responsibility ceases only on the arrival of an officer, chief petty officer, or petty officer of the Engineering Branch senior to himself.

(*c*) Unless properly relieved, the person responsible under (*a*) of this paragraph shall not under any circumstances leave the compartment of which he is in charge.

(6) *Night Rounds.*

(*a*) When the ship is only under steam for auxiliary purposes, or when steam is down, the engine-room department shall be inspected each evening by an Engineer officer.

(*b*) The inspecting officer shall visit each compartment where the boilers are alight, or where machinery is working. The other boiler or machinery compartments shall be inspected by an engineer officer, or a chief petty officer, or petty officer, of the Engineering Branch detailed by him.

(*c*) On completion of the night rounds, the inspecting officer shall make a report to the Engineer Officer.

(*d*) During the watch following that in which they were shut off, an engineer officer shall inspect every boiler room where boilers have been in use.

(C)

4.47—DUTIES OF THE OFFICER-IN-CHARGE OF A WARD

(1) When on duty as the officer in charge of a ward, a nursing officer shall be responsible for the:

(*a*) administration of the ward (see also (3) of this article);

(*b*) discipline of the ward; and

4.47—DUTIES OF THE OFFICER-IN-CHARGE OF A WARD (Cont'd)

(*c*) safe custody and proper use of all narcotics and drugs in the ward (see (2) of this article); and

(*d*) instruction of men of the Medical Branch employed in the ward in nursing care and procedures.

(*See article 4.02—"General Responsibilities of Officers."*) (15 Dec 51)

(2) The officer in charge of a ward shall keep all narcotics locked in the cupboard supplied for them and she shall be personally responsible for the custody of the key.

(3) A nursing officer shall:

(*a*) when coming on duty

(i) read and initial the Report Book for her ward,

(ii) in company with the officer whom she is relieving, visit all patients on the dangerously and seriously ill lists in the ward;

(*b*) before going off duty

(i) complete the Hospital Report (Form C.N.M. 2026) for her ward, and

(ii) in company with the officer who is relieving her, visit all patients on the dangerously and seriously ill lists in the ward: and

(*c*) when she is on duty at 0800 or 1700, deliver the Hospital Report to the Nursing Officer.

(C)

(4.48: NOT ALLOCATED)

Section 10—Subordinate Officers

4.49—OFFICER IN CHARGE OF SUBORDINATE OFFICERS

The captain shall detail a lieutenant-commander or a lieutenant from the ship's complement to supervise the work and training of the subordinate officers.

(C)

4.50—JOURNAL AND SEAMANSHIP NOTEBOOK TO BE KEPT BY MIDSHIPMEN AND ACTING SUB-LIEUTENANTS

(1) Midshipmen and acting sub-lieutenants shall keep a journal (CNS 519) and a seamanship notebook during their period of Service prior to their examination in seamanship for the rank of lieutenant.

(2) The journal and the seamanship notebook shall be produced at the examination for promotion to the rank of lieutenant, and at inspections under articles 45.46 (Inspection of Ship's Books by Senior Officer in Chief Command) and 45.47 (Inspection of Ship's Books by Captain).

(C)

AL 2

(4.51 TO 4.59 INCLUSIVE: NOT ALLOCATED)

Section 11—The Training Officer

4.60—THE TRAINING OFFICER

The Captain shall select a lieutenant-commander or a senior lieutenant to co-ordinate the training of officers and men and generally to supervise training classes.

(C)

(4.61 TO 4.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 5

DUTIES, RESPONSIBILITIES AND PRIVILEGES OF MEN

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1 — General

5.01—GENERAL RESPONSIBILITIES OF MEN

A man shall:

(*a*) acquaint himself with, and observe
  (i) *The National Defence Act,*
  (ii) *The Official Secrets Act,*
  (iii) QRCN, and
  (iv) all other regulations, rules, orders and instructions, that pertain to the performance of his duties;

(*See articles 1.12—"Regulations and Orders to be Available to Officers and Men" and 4.26—"Circulation of Regulations, Orders, Instructions, Correspondence, and Publications".*)

(*b*) afford to all persons employed on the public service such assistance in the performance of their duties as is practical;

(*c*) promote the welfare, efficiency and good discipline of all who are subordinate to him;

(*d*) ensure the proper care and maintenance and prevent the waste of all public and non-public property within his control; and

(*e*) report to the proper authority any infringement of the pertinent statutes, regulations, rules, orders and instructions governing the conduct of any person subject to the Code of Service Discipline.

(*See (6) of article 4.34—"Specialist and Departmental Duties When No Fully Qualified Officer is Borne".*)

(M)

5.02—RESTRICTIONS ON THE EMPLOYMENT OF MEN

(1) Men shall not be employed on work that interferes with the duties of their trade. They may, however, be employed when the Captain so directs, wherever they are required:

(*a*) except as prescribed in (2) of this article, in the quarter bill;

(*b*) during evolutions and drills;

(*c*) in routine domestic duties in their messes and departments; and

5.02—RESTRICTIONS ON THE EMPLOYMENT OF MEN—(Cont'd)

(*d*) in order to give them opportunities to take charge of and handle men in organized parties.

(2) Men whose night vision is poor shall not be employed on night lookout duties.

(C)

5.03—SELECTION OF MEN FOR INSTRUCTIONAL DUTY

(1) The Captain shall select for duty as instructors only those men who possess outstanding qualities of:

(*a*) leadership;
(*b*) power of command;
(*c*) patience;
(*d*) tact; and
(*e*) ability to impart knowledge.

(2) RCN Depots shall keep a record of men who are recommended by their Captains as possessing outstanding instructional ability.

(*See article 71.0501—"Report of Men Recommended for Instructional Duty".*)

(C)

(5.04 TO 5.09 INCLUSIVE: NOT ALLOCATED)

Section 2—Duties and Privileges of Chief Petty Officers, Petty Officers and Leading Seamen

5.10—PASSING DOCKYARD AND ESTABLISHMENT GATES

Chief petty officers, petty officers and leading seamen dressed in uniform shall be allowed to pass dockyard and naval establishment gates and to pass parties of men in and out.

(C)

5.11—CHIEF PETTY OFFICERS, PETTY OFFICERS AND LEADING SEAMEN—FORM OF ADDRESS

When a chief petty officer, petty officer or leading seaman is addressed or spoken to, his name shall be prefixed by the title chief petty officer, petty officer, or leading seaman according to his rank.

(C)

(5.12 TO 5.14 INCLUSIVE: NOT ALLOCATED)

5.15—PRIVILEGES OF CHIEF PETTY OFFICERS, PETTY OFFICERS AND LEADING SEAMEN

(1) When men are fallen in:

(*a*) chief petty officers and petty officers first class;

(*b*) petty officers second class; and

(*c*) leading seamen;

shall do so in three groups each separated from the other and from men of lower rank. In ceremonial parades, petty officers second class and leading seamen may be included in the ranks.

(2) When classes of instruction are formed, whenever practical:

(*a*) chief petty officers and petty officers first class; and

(*b*) petty officers second class;

shall be formed into classes separate from each other and from men of lower rank.

(3) Chief petty officers and petty officers first class shall be provided with:

(*a*) separate lines for hanging clothing and laundry; and

(*b*) separate nettings for the storage of hammocks.

(4) Chief petty officers and petty officers shall not be mustered in and out of the ship or establishment unless there is some special reason for doing so. They may, at the Captain's discretion be permitted to leave a ship berthed alongside or a naval establishment at any time after libertymen have been piped to clean.

(5) Chief petty officers, petty officers and leading seamen are exempt from personal search by the regulating staff unless, for some special reason, the Captain or the Executive Officer orders otherwise.

(*See articles 17.09—"Kit Inspection", and 27.65—"Messing in Ships".*)

(C)

5.16—DUTIES AND RESPONSIBILITIES OF CHIEF PETTY OFFICERS AND PETTY OFFICERS

(1) Discipline and comfort of men in ships and establishments are dependent to a great extent on the manner in which chief petty officers and petty officers carry out their duties and maintain their positions. Owing to the influence that they exercise on the discipline, efficiency, and morale of the navy as a whole, it is essential that the importance of their status be recognized by all officers and men.

(2) Chief petty officers and petty officers are not advanced to those ranks solely as a result of seniority or on passing certain examinations. As captains and officers look to them for loyal support in maintaining the efficiency and traditions of the navy, and junior men look to them for direction and assistance, they should:

5.16—DUTIES AND RESPONSIBILITIES OF CHIEF PETTY OFFICERS AND PETTY OFFICERS—(Cont'd)

(*a*) set an example of loyalty and discipline;

(*b* accept the responsibilities of their positions;

(*c*) work at all times for the well-being and efficiency of the navy as a whole;

(*d*) exercise tact; and

(*e*) obey the orders of their superiors with the same cheerfulness and alacrity with which they expect to be obeyed by their juniors.

(3) It is the duty of chief petty officers and petty officers of all branches to preserve order and regularity among the other men wherever they are. This responsibility rests upon them whether they are on duty or not.

(4) A copy of (3) of this article shall be kept permanently posted on the notice board in each chief petty officers' or petty officers' mess.

(C) (29 Mar 52)

(5.17 TO 5.20 INCLUSIVE: NOT ALLOCATED)

Section 3—Regulating Duties

5.21—REGULATING DUTIES

(1) Regulating duties are mainly those connected with the:

(*a*) prevention of irregularities and offences; and

(*b*) custody of offenders;

and do not include the detailing of men for work to be performed either on board or on shore.

(2) Although the performance of regulating duties is primarily the responsibility of the men who hold regulating rates, it is also the responsibility of every officer and man in the navy.

(See articles 3.20—"Conditions of Exercise of Command", 3.27—"Command by Men Performing Regulating Duties", 4.02—"General Responsibilities of Officers" and 5.01—"General Responsibilities of Men".)

(C)

5.22—DUTIES OF THE MASTER-AT-ARMS

(1) In the absence of the Master-at-Arms, his duties shall be performed by the senior regulating petty officer or by the Petty Officer of the Watch. (*See article 5.23.*)

(2) The Master-at-Arms shall:

5.22—DUTIES OF THE MASTER-AT-ARMS—(Cont'd)

(*a*) be responsible that the regulating duties are performed and he shall visit the various parts of the ship frequently; (*See article 5.21.*)

(*b*) be responsible for the supervision of men under punishment;

(*c*) have general charge of men under or awaiting punishment until they are released to duty or otherwise disposed of;

(*d*) furnish the Executive Officer at evening rounds with a list of men under punishment and in the Executive Officer's and Captain's report;

(*e*) visit men in cells and close custody at least once in each watch;

(*f*) when it is necessary or ordered for any reason, be responsible for the release of men from cells, close custody and irons;

(*g*) make evening rounds with the Executive Officer;

(*h*) when necessary, search

(i) boats and boats' crews, and

(ii) men returning to the ship;

(*See article 5.15—"Privileges of Chief Petty Officers, Petty Officers and Leading Seamen".*)

(*i*) until they are disposed of, be responsible for the custody of the effects of absentees and men who have died;

(*j*) attend all general musters and account for all absentees to the officer in charge of the muster;

(*k*) deputize one of the regulating rates to be present whenever the spirit room is open;

(*l*) carry out the instructions regarding mails contained in section 4 of Chapter 57 (Correspondence, Books, Publications and Mails.);

(*m*) observe the goods sold and the prices charged by the operators of bumboats and report any objectionable item or unfair charge to the Officer of the Watch;

(*n*) obtain daily the names of men discharged to duty from the sick list and inform the divisional and departmental officers concerned of their discharge; and

(*o*) keep the

(i) Daily Record of Offences,

(ii) Gangway Wine Book,

(iii) Request and Alteration Books,

(iv) Minor Punishment Book,

(v) Rough Report Book,

(vi) Registered Letter and Parcel Book, and

(vii) Spirit Stoppage Book.

(C)

5.23—REGULATING DUTIES WHEN NO MASTER-AT-ARMS BORNE

(1) When no Master-at-Arms is borne, his duties shall be performed by:

(*a*) the senior man who holds a regulating rate; or

(*b*) the Coxswain; or

(*c*) a chief petty officer or petty officer detailed by the Captain.

(2) When it is necessary for the Captain to detail a man as prescribed in (1) (*c*) of this article, he shall detail the most senior man in the ship who is available to perform the duties.

(C)

(5.24 TO 5.28 INCLUSIVE: NOT ALLOCATED)

5.29—PATROLS AND ESCORTS

(1) A patrol armlet shall be worn on the left cuff by a man temporarily employed on regulating or patrol duties while he is actually on duty.

(2) Patrols and escorts shall always include men below the rank of petty officer first class.

(3) Except when his assistance has become absolutely necessary, a chief petty officer, petty officer or the man in charge of a patrol or escort shall not personally arrest an excited or a drunken man.

(C)

5.30—ESCORTS FOR MEDICAL CASES

An officer or man who is seriously ill or definitely psychotic shall be escorted to hospital by trained medical personnel.

(C)

(5.31 TO 5.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 6

ENROLMENT AND RE-ENGAGEMENT

(Refer carefully to article 1.02 *(Definitions) when reading every regulation in this chapter.)*

Section 1—General

6.01—QUALIFICATIONS FOR ENROLMENT

(1) A person to be eligible for enrolment in the navy as an officer or man shall:

(*a*) be a Canadian citizen or other British subject, except that the Chief of the Naval Staff or such officer as he may designate may authorize the enrolment of a citizen of another country if he is satisfied that the national interest would not be prejudiced thereby; *(1 Aug 52)*

(*b*) be of good character;

(*c*) have reached his seventeenth birthday or such higher age as the Chief of the Naval Staff may prescribe, except that

(i) an applicant may be accepted for enrolment as a naval cadet prior to his seventeenth birthday, and

(ii) an applicant may be accepted for enrolment in the Reserves upon reaching his sixteenth birthday, and *(1 Aug 52)*

(iii) an applicant may be accepted for enrolment as an apprentice tradesman in the Regular Force upon reaching his sixteenth birthday, provided that no apprentice tradesman under the age of seventeen shall be

(A) enrolled during an emergency, or

(B) subject to overseas service except service in training ships in non-operational waters; *(1 Aug 52)*

(*d*) if he is under the age of eighteen years, have obtained the consent of one of his parents or of his guardian; and

(*e*) meet such other conditions as the Chief of the Naval Staff may prescribe.

(2) The following persons shall not be enrolled in the navy:

a) a member of any other of Her Majesty's forces, or of the Royal Canadian Mounted Police; or

(*b*) unless special authority is obtained from the Chief of the Naval Staff, a person who has been released from any of Her Majesty's forces, from the Royal Canadian Mounted Police, or from any foreign force

(i) as medically unfit for further service, or

(ii) for inefficiency, or

(iii) with a conduct assessment below "good" or the equivalent.

(3) Except during an emergency, a person upon whom a punishment of dismissal with disgrace from Her Majesty's service has been carried out and not subsequently set aside shall not be enrolled in the navy. Other persons who have been released for misconduct from any of Her Majesty's forces, from the Royal Canadian Mounted Police, or from any

6.01—QUALIFICATIONS FOR ENROLMENT—(Cont'd)

foreign force shall not be enrolled in the navy unless special authority is obtained from the Chief of the Naval Staff.

(M) (15 Oct 51)

6.02—ACTION PRIOR TO ENROLMENT OF PERSONS WITH FORMER SERVICE

When a person who has previously served in any of Her Majesty's forces, in the Royal Canadian Mounted Police, or in any foreign force, applies for enrolment in the navy he shall be required:

(*a*) to state the particulars of his former service;

(*b*) to state the cause of his release; and

(*c*) to produce his release papers.

(C)

6.03—EXPLANATION OF CODE OF SERVICE DISCIPLINE

Officers enrolling persons in the navy shall inform them of their liability to the Code of Service Discipline.

(C)

6.04—OATH TAKEN ON ENROLMENT

(1) Except as provided in (2) of this article, an officer or man on enrolment shall take the following oath or solemn affirmation:

"I,.....(full name), do swear (or for a solemn affirmation, "solemnly affirm") that I will be faithful and bear true allegiance to Her Majesty, Queen Elizabeth the Second, Her heirs and successors according to law. So help me God."

The words "So help me God" shall be omitted if a solemn affirmation is taken.

(2) The oath or solemn affirmation prescribed in (1) of this article shall not be required of an officer or man who is a citizen of a foreign country, when by taking the oath or solemn affirmation the applicant would according to the laws of his own country forfeit his citizenship, but he shall be required to take the following oath or solemn affirmation:

"I,.....(full name), do swear (or for a solemn affirmation, "solemnly affirm") that I will well and truly serve Her Majesty, Queen Elizabeth the Second, Her heirs and successors according to law, in the Royal Canadian Navy until lawfully released, that I will resist Her Majesty's enemies and cause Her Majesty's peace to be kept and maintained and that I will, in all matters pertaining to my service, faithfully discharge my duty. So help me God."

The words "So help me God" shall be omitted if a solemn affirmation is taken.

(3) The oath or solemn affirmation prescribed in this article shall be taken before:

(*a*) a commissioned officer; or

(*b*) a justice of the peace.

(M) (14 Oct 52)

(6.05 TO 6.10 INCLUSIVE: NOT ALLOCATED)

(6.11: RESERVED— ARMY AND AIR FORCE)

Section 2—Officers

6.12—DURATION OF SERVICE

(1) An enrolment as an officer in the Regular Force shall be at Her Majesty's pleasure for service for:

(*a*) an indefinite period of time; or

(*b*) such fixed period not exceeding nine years as the Chief of the Naval Staff may prescribe. *(21 Jul 55)*

(2) An enrolment as an officer in the Reserves shall be at Her Majesty's pleasure for service for an indefinite period of time.

(3) An enrolment as an officer in the Active Service Force shall be at Her Majesty's pleasure for service for the duration of:

(*a*) an emergency; and

(*b*) any period when he is on active service;

and for one year thereafter, if the officer's services are so long required.

(4) During an emergency or when he is on active service, the term of service of an officer enrolled for a fixed period is subject to extension under section thirty-one of *The National Defence Act.*

(G) (PC 1955–22/1077 of 21 Jul 55)

(6.13 TO 6.20 INCLUSIVE: NOT ALLOCATED)

Section 3—Men

6.21—RANK ON ENROLMENT—MEN

A person enrolled as a man shall not be enrolled in a rank higher than that to which a man may be reverted or reduced in the branch chosen.

(M)

6.22—TERM OF SERVICE

(1) The term of service of a man upon enrolment or re-engagement shall be:

(*a*) in the Regular Force, for continuing full-time service for a term of one, two, three, four, five, six or seven consecutive years as the Chief of the Naval Staff may direct; or

(*b*) in the Reserves, for a term of one, two, three, four, five, six or seven consecutive years as the Chief of the Naval Staff may direct; or

6.22—TERM OF SERVICE—(Cont'd)

(*c*) in the Active Service Force, for continuing full-time service for the duration of an emergency and any period when he is on active service.

(2) During an emergency or when he is on active service the term of service of a man is subject to extension under section thirty-one of *The National Defence Act.*

(3) When a man re-engages prior to the expiration of his current term of service, the re-engagement shall be binding only if the sum of the term of service for which he re-engages and the unexpired portion of his current term of service does not exceed nine years.

(*16 Aug 55*)
(30 Jun 52)

(G)

6.23—CONDITIONS OF RE-ENGAGEMENT

(1) The Captain may, subject to confirmation that the man is allowed for in complement, authorize the re-engagement of a man who is medically fit in accordance with the standards prescribed by the Chief of the Naval Staff.

(2) No man who is not medically fit shall be re-engaged unless his re-engagement is specially authorized by the Chief of the Naval Staff.

(3) A man on re-engagement for a further term of service shall:

(*a*) complete the prescribed re-engagement papers; and

(*b*) not be required to repeat the oath or solemn affirmation prescribed in article 6.04 (Oath Taken on Enrolment), but shall continue to serve on his original oath or solemn affirmation.

(M)

(6.24 TO 6.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 7

OFFICERS' APPOINTMENTS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

7.01—AUTHORITY TO MAKE APPOINTMENTS

The authority to appoint officers is vested in the Chief of the Naval Staff.

(C)

7.02—NOTIFICATION OF APPOINTMENT

(1) When the appointment of an officer is promulgated, the Captain of the ship or fleet establishment on whose books the officer is borne shall inform him of the appointment.

(2) All appointments shall be promulgated in the list of appointments issued by Naval Headquarters.

(C)

(7.03 TO 7.11 INCLUSIVE: NOT ALLOCATED)

7.12—CHAPLAINS

(1) The Chaplain-of-the-Fleet (P) is appointed on the recommendation of the Canadian Council of Churches Committee on Chaplains in the Forces and is the head of all naval chaplains other than Roman Catholic and Greek Catholic chaplains.

(2) The Chaplain-of-the-Fleet (R.C.) is appointed on the recommendation of the Bishop Ordinary of the Armed Forces in Canada and is the head of all Roman Catholic and Greek Catholic chaplains.

(3) All other Naval Chaplains are appointed on the recommendation of the Chaplain-of-the Fleet concerned.

(C) *(1 Mar 54)*

7.13—FLAG LIEUTENANT-COMMANDER OR FLAG LIEUTENANT

(1) A lieutenant-commander or lieutenant may be nominated by the Chief of the Naval Staff and appointed as Flag Lieutenant-Commander or Flag Lieutenant to the Naval Board.

(2) A Flag Lieutenant-Commander or Flag Lieutenant is nominated by the Flag Officer or Commodore with whom he is to serve.

(3) When a specialist officer is allowed on the staff of a Flag Officer or Commodore, he may be nominated as the Flag Lieutenant-Commander or Flag Lieutenant, but he shall perform his specialist duties in addition to those of the Flag Lieutenant-Commander or Flag Lieutenant.

(C) (22 Feb 52)

7.14—SECRETARIES TO FLAG OFFICERS AND COMMODORES

(1) Secretaries shall be appointed to the staffs of Flag Officers or Commodores.

(2) Officers of the Supply Branch who are qualified shall be appointed as Secretaries.

(See articles 46.05—"Personal Staff", and 46.06—"Duties of the Secretary to a Senior Officer in Command".)

(C)

7.15—AIDES-DE-CAMP

AL 26

Aides-de-camp and ~~Honourary~~ Honorary Aides-de-camp to the Governor General and Lieutenant Governors of the Provinces shall be nominated as prescribed in Naval General Orders.

(C)

(7.16 TO 7.23 INCLUSIVE: NOT ALLOCATED)

7.24—REPORTING TO TAKE UP APPOINTMENT

(1) Unless otherwise specially instructed, an officer, on receipt of notification of an appointment, shall acknowledge receipt of the notification immediately, if time permits by letter, or, if not, by telegram or telephone, addressing his acknowledgement to the Captain of the ship or fleet establishment to which he is appointed and requesting any special instructions as to joining.

(2) Should he not receive any special instructions, an officer who has been notified of an appointment shall:

(*a*) when appointed to a ship commissioning or recommissioning, report on board at 0900 on the date of his appointment; or

(*b*) when appointed to a ship or fleet establishment in commission, report on board at or before 0900 on the date of his appointment or during the evening of the previous day.

(3) When an officer receives notification of an appointment which became effective prior to the date of his receipt of the notification, or if other circumstances arise which prevent him from joining on the effective date, he shall report on board at the earliest possible date, informing the Captain of the ship or establishment by telegram or air mail letter of the date of his arrival and his reasons for not joining on the date of the appointment.

(C)

7.25—APPLICATION FOR PARTICULAR APPOINTMENT

(1) As a general rule, officers shall not apply for a particular appointment.

(2) An officer may apply for a particular appointment:

7.25—APPLICATION FOR PARTICULAR APPOINTMENT—cont'd.

(*a*) to undergo technical or other courses of instruction necessary or useful to his employment as an officer; or

(*b*) to study foreign languages abroad; or

(*c*) to gain experience in a particular type of ship, establishment, or sphere of activity; or

(*d*) on urgent personal grounds.

(*See article 71.0701—"Application to Change an Appointment."*)

(C)

7.26—APPLICATION TO HAVE APPOINTMENT CANCELLED

Unless there are urgent reasons to support cancellation an officer shall not apply to have his appointment cancelled.

(*See article 71.0701—"Application to Change an Appointment."*)

(C)

7.27—EXCHANGE OF APPOINTMENTS

(1) If two officers of like rank and employment wish to exchange their appointments, they shall apply in the manner prescribed in article 71.0701—(Application for Change of Appointment).

(2) Applications for exchange of appointments shall be considered only if:

(*a*) adequate grounds for the exchange exist; and

(*b*) the exchange is recommended by both the Captains of the ships or naval establishments in which the officers are serving.

(C)

(7.28 TO 7.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 8

(NOT ALLOCATED)

CHAPTER 9

CONDITIONS OF RESERVE TRAINING

(*Refer carefully to article 1.02* (*Definitions*) *when reading every regulation in this chapter.*)

9.01—TRAINING OF RESERVES—GENERAL

(1) The training of officers and men of the Reserves consist of:

(*a*) Naval Training (See article 9.02);

(*b*) Special Duty (See article 9.04);

(*c*) Divisional Drills (See article 9.06).

(2) The training of officers and men of the Reserves shall be as prescribed by the Chief of the Naval Staff:

(*a*) when the Reserves are not on active service in

(i) the Training Manual, and

(ii) Naval General Orders; and

(*b*) when the Reserves are on active service as for the Active Service Force.

(3) Training shall be performed in the ships and establishments designated by the Chief of the Naval Staff.

(4) The training year shall commence on the 1st April and end on the 31st March and shall be divided into such training periods as the Chief of the Naval Staff shall prescribe.

(*See article 71.0901—"Reports of Training—Reserves."*)

(C)

9.02—NAVAL TRAINING

(1) Subject to article 9.03 and (4) of this article, every officer and man on the Active List of the Reserves shall, except when the Reserves are on active service, perform fifteen days Naval Training each training year.

(2) Time spent in travelling to and from the place in which training is performed shall count as part of Naval Training provided the most direct route is taken.

(3) Naval Training may be performed during any training period of the training year which is convenient to the officer or man.

(4) To be eligible to undergo Naval Training an officer or man shall have:

(*a*) served for not less than six months in the Reserves;

(*b*) subject to (5) of article 9.06 performed a proportion of the minimum number of

9.02—NAVAL TRAINING—cont'd.

Divisional Drills prescribed in (4) of article 9.06 equal to the proportion which the completed period of his current training year bears to his whole training year; and

(*c*) subject to (5) of article 9.06, except in his first year of engagement, performed during his preceding training year the minimum number of Divisional Drills prescribed in (4) of article 9.06 and attended the Annual Inspection of that year.

(*See article 71.0902—"Report to Captain on Completion of Training".*)

(G)

9.03—NAVAL TRAINING—POSTPONEMENT AND EXEMPTION

(1) The Captain of a Naval Division may approve the postponement of or total exemption from Naval Training of an officer or man under his command.

(2) The Captain of a ship or establishment in which an officer or man is undergoing Naval Training may grant partial exemption from that training when the officer or man can produce sufficient grounds for curtailment.

(3) An officer or man who has obtained postponement of Naval Training shall perform it not later than the end of the training year in which it fell due.

(*See article 71.0903—"Reports on Postponement of and Exemption from Naval Training.*")

(G)

9.04—SPECIAL DUTY

(1) When no part of the navy is on active service by reason of an emergency, an officer or man of the Reserves, may, with the approval of the Chief of the Naval Staff perform Special Duty for the purposes of:

(*a*) undergoing courses or training of a special nature; and

(*b*) obtaining seatime.

(2) Unless the Chief of the Naval Staff otherwise directs, no officer or man shall be granted more than one period of Special Duty during a training year.

(3) Unless the Chief of the Naval Staff otherwise directs, any Special Duty approved shall immediately follow a period of Naval Training.

(4) When an officer or man of the Reserves wishes to perform Special Duty:

(*a*) he shall apply to his Naval Division and inform the Captain of the amount of Special Duty he wishes to perform;

(*b*) the Captain may recommend the request to Naval Headquarters for approval stating the amount of Special Duty that he recommends;

(*c*) Naval Headquarters shall inform the Captain whether or not the request is granted; and

9.04—SPECIAL DUTY—(Cont'd.)

(*d*) if the application is approved, the Captain shall forward the name of the officer or man in the manner prescribed and to the ship or establishment designated by the Chief of the Naval Staff.

(5) When the Captain considers the applications of officers and men for Special Duty he shall give preference to those who have:

(*a*) shown the greatest interest in divisional training and activities; and

(*b*) not yet performed Special Duty.

(*See article 71.0902—"Report to Captain on Completion of Training."*)

(G)

9.05—REQUIRED TRAINING

(1) Naval Training performed by cadets during the summer vacation period shall be known as Required Training.

(2) Cadets must, in order to qualify for a commission in:

(*a*) the Executive Branch of the Regular Force perform three full periods of Required Training;

(*b*) any other branch of the Regular Force and any branch in the Reserves perform two full periods of Required Training.

(C)

9.06—DIVISIONAL DRILLS

(1) When no part of the navy is on active service by reason of an emergency, officers and men of the Active List of the Reserves shall attend Divisional Drills at the Naval Division to which they belong.

(2) A Divisional Drill shall include two full hours under instruction in addition to the time required to perform the normal duties of the Naval Division, during which correct service dress is to be worn.

(3) The training performed at Divisional Drills shall be as prescribed by the Chief of the Naval Staff.

(4) Subject to (5) of this article every officer and man on the Active List shall perform:

(*a*) if he is a member of the University Naval Training Division, the number of drills prescribed for the course; and

(*b*) if he is not a member of the University Naval Training Division, thirty Divisional Drills in each training year.

(5) The Captain may exempt an officer or man from attending Divisional Drills when he:

(*a*) is employed at sea in the Mercantile Marine or as a bona fide fisherman with suitable sea experience; or

(*b*) is prevented from attending by compassionate reasons; or

(*c*) is performing Naval Training or Special Duty.

(G)

9.07—DIVISIONAL DRILLS—SUPPLEMENTARY INSTRUCTION

To supplement the training of officers and men during Divisional Drills, the Captain may:

(*a*) if prescribed syllabi permit, arrange for officers and men, under proper supervision, to visit local factories, power plants, ship-building yards and other industries for the purpose of viewing different types of material related to that found in the navy, and the methods employed in their manufacture; and (*22 Oct 56*)

(*b*) subject to the approval of the Senior Officer in Chief Command, (*see article 71.0904—"Applications for and Reports of Attendance at Local Courses by Reserves"*) arrange for the attendance locally at suitable courses, at public expense of officers and men who (*30 Apr 56*)

(i) take an interest in their duties,

(ii) regularly attend Divisional Drills,

(iii) are recommended by the heads of their departments and in the case of men, their divisional officers,

(iv) can be reasonably expected to pass the course,

(v) if they are men within one year of completing their engagements, re-engage for a further period of service, and

(vi) sign an undertaking to attend every lecture of the course.

(C)

(9.08 TO 9.12 INCLUSIVE: NOT ALLOCATED)

9.13—TRAINING OF MEN OF THE ROYAL FLEET RESERVE

(1) Men of the Royal Fleet Reserve who reside in Canada may perform any training required of them under the Royal Fleet Reserve Regulations in one of Her Majesty's Canadian ships or fleet establishments.

(2) Training given to men of the Royal Fleet Reserve shall be:

(*a*) in accordance with the Royal Fleet Reserve Regulations; and

(*b*) whenever practical, performed afloat, preferably in a destroyer or larger ship.

(*See article 71.0905—"Application for and Report of Training of Men of the Royal Fleet Reserve".*)

(C)

(9.14 TO 9.18 INCLUSIVE: NOT ALLOCATED)

9.19—INSTRUCTORS AT NAVAL DIVISIONS

Instructors drafted for duty at Naval Divisions may be:

(*a*) men of the Regular Force; or

9.19—INSTRUCTORS AT NAVAL DIVISIONS—cont'd.

(*b*) men of the Reserves who are performing Continuous Naval Duty. (*See article 2.03—"The Reserves".*)

(*See article 5.03—"Selection of Men for Instructional Duty".*)

(C)

(9.20 TO 9.29 INCLUSIVE: NOT ALLOCATED)

9.30—INTERRUPTION OF TRAINING AND DUTY BECAUSE OF MEDICAL DISABILITY

An officer or man on Naval Training and Special Duty or Continuous Naval Duty or a member of the University Naval Training Division on Required Training who suffers an injury or illness attributable to his misconduct or imprudence:

(*a*) shall be returned to his home as soon as he is fit to travel, if the unexpired portion of his training or duty is

(i) one month or any lesser period, and he will not be fit to return to duty within seven days, or

(ii) between one and two months and he will not be fit to return to duty within fourteen days, or

(iii) between two and three months, and he will not be fit to return to duty within twenty-one days, or

(iv) over three months and he will not be fit to return to duty within twenty-eight days;

(*b*) if not returned to his home under (*a*) of this paragraph, he may be required to complete the full authorized period of his Naval Training, Special Duty, Required Training or Continuous Naval Duty when he is medically fit.

(C)

(9.31 TO 9.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 10

TRANSFER AND DUTY OUTSIDE THE NAVY

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—Transfer

10.01—COMPULSORY TRANSFER BETWEEN SERVICES

(1) Section thirty-two of *The National Defence Act* provides in part:
"32(3) An officer or man on active service may for the period of such service, be transferred from the component of the Service of the Canadian Forces in which he has been enrolled to the same component of another Service of the Canadian Forces.....
....."

(2) Section twenty-six of *The National Defence Act* provides in part:
"26 Subject to subsection three of section thirty-two, no officer or man shall without his consent be transferred.....from the Service of the Canadian Forces in which he has been enrolled to another Service of the Canadian Forces."

(C)

10.02—VOLUNTARY TRANSFER BETWEEN SERVICES

(1) An officer or man may be transferred from the navy to another Service of the Canadian Forces if:

(*a*) he has applied for that transfer; and

(*b*) the prior approval of the Chief of the Naval Staff and of the appropriate authority of the other Service concerned has been obtained.

(2) A transfer effected under (1) of this article shall be subject to such conditions as may be prescribed by the Chief of the Naval Staff and the appropriate authority of the other Service concerned.

(M)

10.03—COMPULSORY TRANSFER BETWEEN COMPONENTS

(1) Section thirty-two of *The National Defence Act* provides in part:
"32.(3) An officer or man on active service may for the period of such service, be transferred.....from the reserve forces to the regular forces."

10.03—COMPULSORY TRANSFER BETWEEN COMPONENTS—cont'd.

(2) Section twenty-six of *The National Defence Act* provides in part:

"26. Subject to subsection three of section thirty-two, no officer or man shall without his consent be transferred from the regular forces to the reserve forces or from the reserve forces to the regular forces. . . . . ."

(C)

10.04—VOLUNTARY TRANSFER TO RESERVES

(1) An officer or man of the Regular Force or of the Active Service Force may, if he is eligible for release under one of the items of the table to article 15.01 (Reasons for Release), apply for transfer to the Reserves. No transfer shall be effected unless his application is approved by the authority having power to approve his release under the same circumstances.

(2) A man transferred under the provisions of this article shall be attested in the same fashion as if he were a man of the Reserves being re-engaged for a further term of service. (*See article 6.23—"Conditions of Re-engagement".*)

(M)

10.05—VOLUNTARY TRANSFER FROM RESERVES TO REGULAR FORCE

(1) An officer or man of the Reserves may apply for transfer to the Regular Force. To be successful he shall meet such conditions for transfer as are prescribed by the Chief of the Naval Staff.

(2) A man transferred under the provisions of this article shall be attested in the same fashion as if he were a man of the Regular Force being re-engaged for a further term of service. (*See article 6.23—"Conditions of Re-engagement".*)

(M)

10.06—TRANSFER BETWEEN SUB-COMPONENTS OF THE RESERVES

An officer or man, with his consent, may be transferred from one sub-component of the Reserves to another sub-component of the Reserves under such conditions as the Chief of the Naval Staff may prescribe.

(M)

10.07—COMPULSORY TRANSFER FROM A BRANCH

(1) The Chief of the Naval Staff may order the transfer of an officer from one branch to another branch when that officer is on active service.

(2) Except as prescribed in this article, no officer may be transferred from one branch to another branch without his consent.

(*See article 2.11—"Classification by Branches and Specializations."*)

(M)

10.08—VOLUNTARY TRANSFER FROM A BRANCH OR TRADE

(1) An officer may be transferred from one branch to another branch under the provisions of article 10.09.

(2) Subject to a vacancy existing, a man may, at his request and with the approval of the:

(*a*) Officer in Charge of the appropriate R.C.N. Depot in the case of a man of the Regular Force;

(*b*) Director of Naval Reserves in the case of a man of the Reserves; and

(*c*) authority prescribed by the Chief of the Naval Staff in the case of a man who has been placed in or enrolled in the Active Service Force;

be transferred from one branch to another branch or from one trade to another trade. (*See article 10.10*).

(C)

10.09—CONDITIONS OF TRANSFER BETWEEN BRANCHES—OFFICERS

The Chief of the Naval Staff may authorize the transfer of an officer from one branch to another branch when:

(*a*) the transfer is in the best interests of the Service;

(*b*) there is a vacancy within the complement of the branch to which he is to be transferred;

(*c*) he possesses the qualifications required for the rank and branch to which the transfer is to be made;

(*d*) the transfer is at the request of the officer; and

(*e*) his Captain has recommended that it be made.

(*See article 71.1001—"Application to Transfer From a Branch or Trade".*)

(M)

10.10—CONDITIONS OF TRANSFER BETWEEN BRANCHES AND TRADES—MEN

(1) The transfer of a man from one branch to another branch or from one trade to another trade shall be made only when the following conditions are fulfilled:

(*a*) the transfer is in the best interests of the Service;

(*b*) a vacancy exists within the man's Port Division in the branch or trade to which he is transferred;

(*c*) the man possesses the

(i) educational, and

(ii) physical,

qualifications required for the rank, branch and trade, to which transfer is to be made;

(*d*) when the transfer is to be made at the man's request, his Captain has recommended that it be made; and

(*e*) when the transfer includes promotion to a higher rank, the man must fulfil the requirements for "exemplary" conduct prescribed for promotion to that rank in the Manual of Advancement and Promotion.

10.10—CONDITIONS OF TRANSFER BETWEEN BRANCHES AND TRADES—MEN—(Cont'd)

(2) Except as provided in (8) of this article, before he is transferred to another branch or trade a man may, subject to the approval of the R.C.N. Depot, be given a trial period not exceeding four weeks' duration in that branch or trade.

(3) When it is proposed to transfer a man to the trade of:

(*a*) air artificer;
(*b*) armourer;
(*c*) electrical technician;
(*d*) electrical technician (air);
(*e*) engine room artificer;
(*f*) plumber;
(*g*) radio technician;
(*h*) radio technician (air); or
(*i*) shipwright;

he shall be required to

(i) produce written evidence of his former training, experience and ability in the technical duties of the trade to which it is proposed to transfer him,
(ii) undergo a trial in the relevant workshop before taking a trade test, and
(iii) pass the trade test prescribed for the trade to which it is proposed to transfer him. The trade test shall call for a standard of knowledge equivalent to that required after completing a four-year apprenticeship.

(4) When it is proposed to transfer a man to the:

(*a*) Photographic Branch; or
(*b*) Regulating Branch; or
(*c*) Band Branch;

he shall be required to possess the professional qualifications for the rank and trade to which transfer is to be made.

(5) When approval has been given to transfer a man from one branch to another branch or to or from one of the trades listed in (3) of this article, he shall be transferred:

(*a*) to the lowest rank to which a man may be reverted or reduced in the branch or trade to which transfer has been approved; or
(*b*) not higher than in the rank he held prior to transfer in special cases and subject to the approval of
(i) for a man of the Regular Force, the Senior Officer in Chief Command, and
(ii) for a man of the Reserves, the Director of Naval Reserves.

(6) When any part of the navy is on active service by reason of an emergency, the qualifications for transfer from one branch or trade to another branch or trade shall be as prescribed in General Orders.

10.10—CONDITIONS OF TRANSFER BETWEEN BRANCHES AND TRADES—MEN—(Cont'd)

(7) When the Captain forwards the application of a man to transfer from one branch or trade to another branch or trade, (*See article 71.1001—"Application to Transfer from a Branch or Trade".*) he shall inform the man of the fact that forwarding the application for consideration does not indicate that it will be accepted.

(8) When it is proposed to transfer a man to the Communication Supplementary Branch, he:

(a) may be given a trial period as determined by Naval Headquarters; and

(b) shall not be transferred without the approval of Naval Headquarters. (1 Oct 53)

(9) When it is proposed to transfer a man to the Technical Apprentice Branch he shall:

(a) be required to possess the qualifications and consent to the conditions prescribed in Naval General Orders;

(b) be given a trial period as determined by Naval Headquarters; and

(c) not be transferred without the approval of Naval Headquarters. (1 Jul 54)

(C)

(10.11 TO 10.15 INCLUSIVE: NOT ALLOCATED)

Section 2—Duty Outside the Navy

10.16—POWER TO ATTACH OR SECOND

Subject to article 10.17 the Chief of the Naval Staff may attach or second an officer or man to:

(*a*) any component of any other Service of the Canadian Forces; or

(*b*) any of Her Majesty's forces other than the Canadian Forces; or

(*c*) any department or agency of the government of Canada.

(M)

10.17—RESTRICTIONS ON ATTACHMENT AND SECONDMENT

(1) No officer or man shall be seconded unless:

(*a*) the Chief of the Naval Staff is satisfied that on the termination of the proposed secondment the officer or man concerned will be acceptable for duty in the navy; and

(*b*) it appears probable that the period of secondment will be in excess of six months but not in excess of four years.

(2) Section twenty-eight of *The National Defence Act* provides in part:

"28.(3) No officer or man of the reserve forces who is not serving on active service shall without his consent be attached or seconded pursuant to this section." (*See article 10.16.*)

(M)

10.18—STATUS WHEN SECONDED OR ATTACHED

(1) Section twenty-eight of *The National Defence Act* provides in part:

"28.(1) An officer or man.....attached or seconded ..... has like powers of command and punishment over officers and men of the component and Service of the Canadian Forces to which he is attached or seconded as if he were an officer or man of that component and Service of equivalent rank, relative to the rank he holds."

(2) An officer or man who is seconded or who is attached shall perform his duties as if he were a member of the force to which he is seconded or attached and shall obey orders of persons senior to him in rank, as if those persons were members of the navy.
(M)

10.19—CONDITIONS OF SECONDMENT

An officer or man who is seconded shall not be carried against the maximum numbers of officers and men prescribed for his component of the navy.

(G)

10.20—CONDITIONS OF ATTACHMENT

An officer or man attached shall be carried against the maximum numbers of officers and men prescribed for his component of the navy.

(M)

10.21—LOAN

An officer or man may be loaned under an agreement between the Minister and the appropriate authority of another country or government, an agency, or a civilian body.
(M)

(10.22 TO 10.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER II

PROMOTION, REVERSION AND COMPULSORY REMUSTERING

(Refer carefully to article 1.02 (Definitions) when readiny every regulation in this chapter).

Section 1 — Promotion

11.01—AUTHORITY FOR PROMOTION

(1) The promotion of an officer to the rank of captain or to any higher rank shall require the approval of the Minister on the recommendation of the Chief of the Naval Staff.

(2) The promotion of an officer or man to any rank lower than that of captain shall require the approval of the Chief of the Naval Staff or such officer as he may designate.

(G) (PC 58/2755 of 10 May 52) (NS 4580–908) (10 May 52)

11.02—CONDITIONS GOVERNING PROMOTION

No officer or man shall be promoted to higher rank unless:

(*a*) there is an appropriate vacancy in the total complement for his component;

(*b*) except as prescribed for promotion to lieutenant-commander (*See Chapter 12—"Promotion of Officers"*), he is recommended by the appropriate authority; and

(*c*) he has passed such qualifying examinations and meets such other conditions as the Chief of the Naval Staff may prescribe.

(M)

(11.03 TO 11.09 INCLUSIVE: NOT ALLOCATED)

Section 2 — Reversion and Remustering of Men

11.10—REVERSION AND REMUSTERING FOR INEFFICIENCY

(1) For the purposes of this article, "competent authority" means:

(*a*) the Chief of the Naval Staff, or such officer as he may designate; or

11.10—REVERSION AND REMUSTERING FOR INEFFICIENCY—(Cont'd)

(*b*) the Senior Officer in Chief Command with respect to a man within his command; or

(*c*) when any part of the navy is on active service by reason of an emergency, the Senior Officer in Chief Command, or such officer of any Service of the Canadian Forces, not below the rank of commodore or equivalent rank, as he may designate.

(2) Subject to (3) and (4) of this article, and to such conditions as may be prescribed by the Chief of the Naval Staff, the competent authority may:

(*a*) revert a man to a lower rank for inefficiency; and

(*b*) with or without reversion, remuster a man to any trade or group for inefficiency.

(3) All action under (2) of this article shall be originated by the man's Captain who shall report the facts to a competent authority. Before reverting or remustering a man of the rank of petty officer, 2nd class, or above, the competent authority may cause him to be examined by a committee of officers, one member of which shall, if practical, be an appropriate specialist. When a committee of officers reports on a man the competent authority may revert and remuster the man in accordance with (2) of this article.

(*8 Mar 56*)

(4) When a competent authority authorizes the reversion for inefficiency of a man, the man shall only be reverted one rank at any one time.

(5) Any order made under (2) of this article shall state that the reversion or remustering is for inefficiency.

(M)

11.11—REVERSION AND REMUSTERING UPON CONVICTION BY THE CIVIL POWER

(1) Subject to (2) and (3) of this article, as a result of his conviction by the civil power, a man may be reverted for misconduct by:

(*a*) the Chief of the Naval Staff; or

(*b*) when any part of the navy is on active service by reason of an emergency, the Senior Officer in Chief Command or such officer of any Service of the Canadian Forces, not below the rank of commodore or equivalent rank, as he may designate.

(2) No man shall be reverted under (1) of this article, unless the nature of the offence of which he has been convicted clearly indicates that he is not fit to hold and exercise the authority of his rank.

(3) When a man is reverted under (1) of this article, he shall not be reverted below able seaman, or below such higher rank as may be prescribed by the Chief of the Naval Staff.

(4) No man shall be reverted administratively for misconduct other than under the provisons of this article. (*For reduction in rank as part of or necessarily consequent upon the sentence of a service tribunal see chapter 104.*)

(5) Any order for reversion made under this article shall state that the reversion is as a result of a conviction by the civil power.

11.11—REVERSION AND REMUSTERING UPON CONVICTION BY THE CIVIL POWER—cont'd.

(6) When a man is, under the provisions of this article, reverted to a rank for which his existing group in his trade is not authorized, he shall be remustered to the highest group in his trade which is permissible in the rank to which he is reverted. No other compulsory remustering shall be effected as a result of a conviction by the civil power.

(7) Any order for remustering made under (6) of this article shall state that the remustering is necessarily consequent upon an order for reversion under this article.

(M)

11.115—ADMINISTRATIVE REMUSTERING CONSEQUENT UPON REDUCTION BY SERVICE TRIBUNAL

(1) When, by sentence of a service tribunal, a man has been reduced to a rank for which his existing group in his trade is not authorized, he shall be remustered to the highest group in his trade which is permissible in the rank to which he is reduced.

(2) Any order for remustering under (1) of this article shall state that the remustering is necessarily consequent upon a sentence of reduction by a service tribunal.

(M)

(11.12: RESERVED ARMY AND R.C.A.F.)

11.13—COMPULSORY REMUSTERING OF MEN

The Chief of the Naval Staff, or such officer as he may designate, may compulsorily remuster a man to any trade or group on such grounds as the Chief of the Naval Staff may prescribe:

(*a*) when the man is on active service;

(*b*) while the man is undergoing a course of training or instruction in trade; and

(*c*) at any other time when the exigencies of the service so require.

(M)

(11.14 TO 11.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 12

PROMOTION OF OFFICERS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—General

12.01—APPLICATION

(1) This chapter applies to all officers of and above the rank of lieutenant in any branch, except officers who hold Short Service Appointments and female officers.

(2) Instructions governing the promotion of:

(*a*) officers below the rank of lieutenant;

(*b*) female officers; and

(*c*) officers holding Short Service Appointments;

are prescribed in Naval General Orders.

(C) (1 Jan 52)

12.02—QUALIFYING SERVICE

For the purposes of this chapter, qualifying service includes:

(*a*) service in one of Her Majesty's Canadian Ships in full commission other than a ship of a class that does not normally proceed outside the territorial waters of Canada;

(*b*) service in a seagoing ship of the navy of any nation of the Commonwealth other than Canada;

(*c*) at the discretion of the Chief of the Naval Staff, service in a seagoing ship of the navy of a foreign government;

(*d*) service in tenders which the Chief of the Naval Staff declares to be seagoing tenders; and

(*e*) such other service as may be prescribed by the Chief of the Naval Staff.

(C) (1 Jan 52)

12.03—SENIORITY COUNTING FOR PROMOTION

(1) All seniority counts in full for promotion except:

(*a*) seniority forfeited as a result of a sentence by a service tribunal; and

(*b*) seniority lost as a result of courses in which an officer

(i) fails to qualify or reach a satisfactory standard within the prescribed period, or

(ii) leaves at his own request before completion of the course, or

(iii) is removed for misconduct or inefficiency.

(2) A special report covering the instances prescribed in (1) (*b*) of this article shall be forwarded to Naval Headquarters by the Captain, to enable the Chief of the Naval Staff to decide what adjustment of seniority should be made. Seniority forfeited in such cases shall not exceed the length of the course.

(C) (1 Jan 52)

12.04—ZONES OF PROMOTION

(1) To ensure that promotion to the ranks of captain, commander and lieutenant-commander is made on an equitable basis consistent with the requirements of the navy, officers eligible for promotion to those ranks in all branches shall be selected only from officers of a specified number of years' seniority. (*1 Jan 56*)

(2) The number of years' seniority in each rank and branch required to make an officer eligible for promotion to the next higher rank is termed a "Zone of Promotion".

(3) Details of the Zone of Promotion in each rank and branch are promulgated in Naval General Orders.

(C) (1 Jan 52)

12.05—GENERAL PROVISIONS FOR PROMOTION

(1) Promotion to the ranks of captain and commander in all branches is normally made half-yearly on 1 January and 1 July.

(2) Promotion to the rank of lieutenant-commander in all branches is normally made as requisite to fill existing vacancies as they occur.

(3) Recommendations for promotion of officers to captain, commander and lieutenant-commander shall be forwarded to Naval Headquarters in accordance with article 71.1201 (Recommendations for Promotion).

(C) (1 Jan 56)

(12.06 TO 12.20 INCLUSIVE: NOT ALLOCATED)

Section 2—Promotion of Officers in Regular Force

12.21—VICE-ADMIRAL

Promotion to the rank of vice-admiral in any branch is by selection from the list of rear-admirals of that branch.

(C) (1 Jan 52)

12.22—REAR-ADMIRAL

(1) Promotion to the rank of rear-admiral in any branch is by selection from officers on the list of commodores or captains of that branch.

(2) Promotion to commodore is not a pre-requisite for promotion of a captain to the rank of rear-admiral.

(3) Before promotion to rear-admiral, executive branch, a commodore or captain shall have had at least one year's qualifying service in command of one of Her Majesty's Canadian Ships in the rank of captain or commodore.

(C) (1 Jan 52)

12.23—COMMODORE

Promotion to the rank of commodore in any branch is by selection from officers on the list of captains of that branch who have proved themselves fitted professionally and administratively for the higher rank.

(C) (1 Jan 52)

12.24—CAPTAIN

Promotion to the rank of captain in any branch is by selection from officers on the list of commanders of that branch who:

(*a*) have proved themselves to be fitted professionally and administratively for the higher rank;

(*b*) are within the zone of promotion prescribed in Naval General Orders; and

(*c*) in the case of all branches except constructor, civil engineering, ordnance and special branches, have had at least one year's qualifying service with the confirmed or acting rank of commander or, in the case of the engineering branch, one year's station service in aeronautical engineering with the confirmed or acting rank of commander. *(10 May 56)*

(C) (1 Jan 52)

12.25—COMMANDER

Promotion to the rank of commander in any branch is by selection from officers on the list of lieutenant-commanders of that branch who:

(*a*) have proved themselves to be fitted professionally and administratively for the higher rank;

(*b*) are within the zone of promotion prescribed in Naval General Orders; and

(*c*) have served the number of years of qualifying service with the combined ranks of lieutenant and lieutenant-commander prescribed in the table to this article.

(C)

TABLE TO ARTICLE 12.25

Branch	Qualifying Service Required (*See article 12.02*)
Executive Engineering Electrical Ordnance	Three Years
Supply Medical Instructor	Two Years
Constructor Civil Engineering Special	Nil

(C) (10 May 56)

12.26—LIEUTENANT-COMMANDER

(1) Except as prescribed in (2) of this article, promotion to the rank of lieutenant-commander in any branch is by selection from officers on the list of lieutenants of that branch who:

(*a*) have proved themselves to be fitted professionally and administratively for the higher rank;

(*b*) are within the zone of promotion prescribed in Naval General Orders;

(*c*) have served the number of years of qualifying service with the combined ranks of lieutenant, sub-lieutenant and commissioned officer prescribed in the table to this article; and

(*d*) have fulfilled any requirements prescribed in Naval General Orders for promotion in the branch concerned.

12.26—LIEUTENANT-COMMANDER—(Cont'd)

(2) A lieutenant in any branch shall be promoted to lieutenant-commander on attaining eight years' seniority if, effective as of a date prior to 1 January 1956, he held the rank of:

(*a*) confirmed sub-lieutenant or lieutenant with a permanent commission; or

(*b*) confirmed sub-lieutenant or lieutenant with a short service appointment, and had been offered a permanent commission which he subsequently accepted; or

(*c*) commissioned officer or lieutenant (star) and was selected for removal of the star.

(C) (1 Jan 56)

TABLE TO ARTICLE 12.26

Branch	Qualifying Service Required (*See article 12.02*)
Executive	3 years
Engineering Electrical Ordnance	2 years
Supply Medical Instructor	1 year
Constructor Special Civil Engineering	Nil

(C) (1 Jan 56)

12.27—CHAPLAINS

(1) Naval chaplains hold no naval rank. They retain within the navy the relative position to which their sacred office would entitle them in the civil community.

(2) A chaplain class I shall be promoted to chaplain class II when he:

(*a*) is considered worthy of promotion by the Chief of the Naval Staff; and

(*b*) has fulfilled all the conditions required by the Church he represents.

(3) A chaplain class II shall be promoted to chaplain class III when he:

(*a*) is considered worthy of promotion by the Chief of the Naval Staff; and

(*b*) has served for a combined total of eight years as chaplain class I or chaplain class II.

(4) Promotion to chaplain class IV is by selection from those chaplains class III who are considered in every respect suitable to hold an appointment as command chaplain.

(5) Promotion to chaplain class V is by selection from those chaplains class IV or chaplains class III who are in every respect suitable to hold an appointment as chaplains of the fleet.

(6) Promotion to chaplain class VI is by selection from the list of chaplains class V according to the requirements of the navy.

(C) (1 Jan 52)

(12.28 TO 12.49 INCLUSIVE: NOT ALLOCATED)

Section 3—Promotion of Officers in the Reserves

12.50—APPLICATION

(1) This Section applies to officers of the Reserves when the Reserves are not on active service by reason of an emergency.

(2) Except where otherwise stated, the regulations in this Section apply only to the promotion of officers on the Active List of the Reserves.

(3) Instructions governing the promotion of:

(*a*) officers below the rank of Lieutenant; and

(*b*) female officers;

are prescribed in Naval General Orders.

(C) (21 May 52)

12.51—REAR ADMIRAL

(1) Promotion to the rank of rear-admiral in any branch is by selection from officers on the list of commodores or captains of that branch who have proved themselves fitted professionally and administratively for the higher rank.

(2) Promotion to commodore is not a prerequisite for promotion of a captain to the rank of rear-admiral.

(C) (21 May 52)

12.52—COMMODORE

Promotion to the rank of commodore in any branch is by selection from officers on the list of captains of that branch who have proved themselves fitted professionally and administratively for the higher rank.

(C) (21 May 52)

12.53—CAPTAIN

Promotion to the rank of captain in any branch is by selection from officers on the list of commanders of that branch who:

(*a*) have proved themselves to be fitted professionally and administratively for the higher rank;

(*b*) are within the zones of promotion prescribed in Naval General Orders; and

(*c*) have fulfilled the requirements prescribed in the table to this article with the confirmed or acting rank of commander.

TABLE TO ARTICLE 12.53

BRANCH	REQUIREMENTS
Executive (except aircrew specialists)	(*a*) 56 days' Naval Training, Special Duty, or Continuous Naval Duty of which at least 28 days shall be "qualifying service" (*See article 12.02*); or (b) (i) 28 days' Naval Training, Special Duty or Continuous Naval Duty, and (ii) possession of a Certificate of Competency as Master (foreign-going) issued by the Department of Transport or a Certificate of Competency as Master of a foreign-going ship issued by the Board of Trade of Great Britain, and (iii) 18 months at sea as an officer in a British or Canadian foreign-going vessel. (Note:—Service as an officer in the coasting trade may be considered as an equivalent at the discretion of the Chief of the Naval Staff.)
Executive (aircrew specialists)	56 days' Naval Training, Special Duty, or Continuous Naval Duty of which at least 14 days shall be "qualifying service" (*See article 12.02*) and at least 28 days on flying duties in a carrier, air station or other recognized flying unit. (*7 Aug 53*)
Engineering	(*a*) 42 days' Naval Training, Special Duty or Continuous Naval Duty, of which at least 28 days shall be "qualifying service" (*see article 12.02*); or (*b*) 21 days' Naval Training, Special Duty or Continuous Naval Duty, and employment in administrative civilian position as Engineer Superintendent, Chief or Assistant Chief Engineer; or comparable position in industry.

12.53—CAPTAIN—(Cont'd)

Ordnance Supply Electrical Instructor Special	(*a*) 42 days' Naval Training, Special Duty or Continuous Naval Duty, of which at least 14 days shall be "qualifying service" (see article 12.02); or (*b*) 21 days' Naval Training, Special Duty or Continuous Naval Duty, and employment in responsible administrative position in industry or professional practice or in the case of the Supply Branch, in business, industry or professional practice.
Medical Constructor	14 days' Naval Training, Special Duty or Continuous Naval Duty, and employment in responsible civilian administrative position or professional practice.
Civil Engineering	28 days' Naval Training, Special Duty or Continuous Naval Duty, and employment in responsible administrative position in industry or professional practice.

(C) (10 May 56)

12.54—COMMANDER

Promotion to the rank of commander in any branch is by selection from officers on the list of lieutenant-commander of that branch who:

(*a*) have proved themselves to be fitted professionally and administratively for the higher rank;

(*b*) are within the zones of promotion prescribed in Naval General Orders; and

(*c*) have fulfilled the requirements prescribed in the table to this article with the confirmed or acting rank of lieutenant-commander.

(C)

TABLE TO ARTICLE 12.54

BRANCH	REQUIREMENTS
Executive (except aircrew specialists)	(*a*) 56 days' "qualifying service" (*See article 12.02*); or (*b*) (i) 28 days' Naval Training, Special Duty or Continuous Naval Duty, and (ii) possession of a Certificate of Competency as a Master (foreign-going) issued by the Department of Transport or a Certificate of Competency as Master of a foreign-going ship issued by the Board of Trade of Great Britain, and (iii) 18 months at sea as an officer in a British or Canadian foreign-going vessel. (Note:—Service as an officer in the coasting trade may be considered as an equivalent at the discretion of the Chief of the Naval Staff.)

12.54—COMMANDER—(Cont'd)

Executive (aircrew specialists)	(*a*) 56 days' Naval Training, Special Duty or Continuous Naval Duty of which at least 28 days shall be "qualifying service" (*See article 12.02*) and at least 28 days on flying duties in a carrier, air station or other recognized flying unit. (*7 Aug 53*)
Engineering	42 days' Naval Training, Special Duty or Continuous Naval Duty, of which at least 28 days shall be "qualifying service" (*see article 12.02*).
Ordnance Supply Instructor Electrical Special	42 days' Naval Training, Special Duty or Continuous Naval Duty, of which at least 14 days shall be "qualifying service" (*see article 12.02*).
Medical Constructor	28 days' Naval Training, Special Duty or Continuous Naval Duty of which at least 14 days shall be "qualifying service" (*see article 12.02*).
Civil Engineering	42 days' Naval Training, Special Duty, or Continuous Naval Duty, and employment in responsible administrative position in industry or professional practice.

(C) (10 May 56)

12.55—LIEUTENANT-COMMANDER

A lieutenant in any branch may be promoted to lieutenant-commander when he has:

(*a*) attained eight years' seniority;

(*b*) fulfilled the requirements prescribed in the table to this article in the rank of lieutenant;

(*c*) been declared professionally competent to hold the rank of lieutenant-commander by the Captain of the ship or fleet establishment in which naval training was last performed; and

(*d*) been recommended for promotion by the Captain of the Naval Division to which he is attached.

(C)

TABLE TO ARTICLE 12.55

BRANCH	REQUIREMENTS
Executive (except aircrew specialists)	(*a*) Possession of a watchkeeping certificate; and (*b*) 98 days' Naval Training, Special Duty or Continuous Naval Duty of which at least 56 days shall be "qualifying service" (*see article 12.02*); or

12.55—LIEUTENANT-COMMANDER—(Cont'd)

	(*c*) as an alternative to (*b*) equivalent service as prescribed in GO 12.00/1 and the performance since 1 January, 1946, of 28 days' Naval Training of which 14 days shall be "qualifying service" (*see article 12.02*).
Executive (Air crew specialists)	(*a*) 98 days' Naval Training, Special Duty, or Continuous Naval Duty on flying duties in a ship or at a naval air station; or (*b*) equivalent service as prescribed in GO 12.00/1 and the performance since 1 January, 1946, of 28 days' Naval Training or Special Duty on flying duties in a ship or at a naval air station.
Engineering Electrical Ordnance	(*a*) 98 days' Naval Training, Special Duty or Continuous Naval Duty, of which at least 56 days shall be Naval Training and 28 days shall be "qualifying service" (*see article 12.02*); or (*b*) equivalent service as prescribed in GO 12.00/1 and the performance since 1 January, 1946, of 28 days' Naval Training of which 14 days shall be "qualifying service" (*see article 12.02*).
Instructor Special	(*a*) 98 days' Naval Training, Special Duty or Continuous Naval Duty, of which at least 56 days shall be Naval Training and 14 days shall be "qualifying service" (*see article 12.02*); or (*b*) equivalent service as prescribed in GO 12.00/1 and the performance since 1 January, 1946, of 28 days' Naval Training of which 14 days shall be "qualifying service" (*see article 12.02*).
Supply	(*a*) 98 days' Naval Training, Special Duty or Continuous Naval Duty, of which at least 56 days shall be Naval Training and 14 days shall be "qualifying service" (*see article 12.02*); or (*b*) equivalent service as prescribed in GO 12.00/1 and the performance since 1 January, 1946, of 28 days' Naval Training of which 14 days shall be "qualifying service" (*see article 12.02*). (*10 Jul 52*)
Medical Constructor	(*a*) 56 days' Naval Training, Special Duty, or Continuous Naval Duty of which 14 days shall be "qualifying service" (*see article 12.02*); or (*b*) equivalent service as prescribed in GO 12.00/1 and the performance since 1 January, 1946, of 28 days' Naval Training of which 14 days shall be "qualifying service" (*see article 12.02*).
Civil Engineering	(*a*) 98 days' Naval Training, Special Duty, or Continuous Naval Duty, of which at least 56 days shall be Naval Training; or (*b*) Equivalent service as prescribed in GO 12.00/1 and the performance since 1 January, 1954, of 28 days' Naval Training, Special Duty, or Continuous Naval Duty, of which at least 14 days shall be Naval Training with Civil Engineering Branch.

12.56—CHAPLAINS

(1) Naval chaplains hold no naval rank. They retain within the navy the relative position to which their sacred office would entitle them in the civil community.

(2) A chaplain class I shall be promoted to chaplain class II when he:

(*a*) is considered worthy of promotion by the Chief of the Naval Staff; and

(*b*) has fulfilled all the conditions required by the Church he represents.

(3) A chaplain class II shall be promoted to chaplain class III when he:

(*a*) is considered worthy of promotion by the Chief of the Naval Staff; and

(*b*) has served for a combined total of eight years as chaplain class I or chaplain class II.

(4) Promotion to chaplain class IV is by selection from those chaplains class III who are considered in every respect suitable to hold an appointment as command chaplain.

(C) (21 May 52)

(12.57 TO 12.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 13

(NOT ALLOCATED)

CHAPTER 14

ADVANCEMENT AND PROMOTION OF MEN

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

14.01—GENERAL

Men shall be advanced in trade grouping and promoted in rank in accordance with the instructions prescribed in the Manual of Advancement and Promotion.

(C) (1 Oct 53)

(14.02 TO 14.16 INCLUSIVE: NOT ALLOCATED)

14.17—PROMOTION ROSTER

(1) The promotion rosters in each Port Division shall be re-arranged by the Officers-in-Charge, RCN Depots, twice annually immediately on receipt of the half-yearly assessments for promotion.

(2) When the rosters are adjusted as prescribed in (1) of this article the Officers-in-Charge, RCN Depots, shall forward them to Naval Headquarters.

(C) (31 Aug 55)

(14.18 TO 14.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 15

RELEASE

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1 — General

15.01—REASONS FOR RELEASE

(1) When the service of an officer or man is terminated by death, appropriate action shall be taken to record his release for that reason.

(2) Except as provided in (3) of this article, an officer or man may be released, during his service, only for the reasons and under the conditions prescribed in the table to this article. (1 May 52)

(3) Notwithstanding anything contained in the table to this article, the Chief of the Naval Staff or such officer as he may designate, shall be the approving authority for the release of a subordinate officer. (1 May 52)

(See article 71.1501—"Application for Release")

(G) (PC 44/2561 of 1 May 52) (NS 4240-1) (1 May 52)

TABLE TO ARTICLE 15.01

Item	Reasons for Release	Cases in which Applicable	To Whom Applicable	Approval Required: Officers	Approval Required: Men	Notation on Record of Service	Special Instructions
1	MISCONDUCT	(*a*) Having been sentenced to Dismissal with Disgrace from Her Majesty's Service	Officers and Men	Promulgation and approval of sentence		"Dismissed with Disgrace"	
		(*b*) Having been sentenced to Dismissal from Her Majesty's Service	Officers and Men	Promulgation and approval of sentence		"Dismissed for misconduct"	
		(*c*) Service Misconduct	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Misconduct"	
		(*d*) Having been convicted by the Civil Power during Service	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Misconduct"	
		(*e*) Illegally absent and not claimed for further service	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Misconduct"	
		(*f*) Having made a false statement, other than as to age only, with a fraudulent purpose at the time of enrolment	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Misconduct"	
		(*g*) Having failed to settle his private debts	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Misconduct"	See article 19.07—Private Debts.
2	INEFFICIENCY	(*a*) Through continued lack of application or interest	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Service terminated"	
		(*b*) Through continued unsatisfactory service	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Service terminated"	See article 15.21—Notice of Intended Release.
		(*c*) Unsatisfactory conduct	Officers and Men	Governor General	Chief of the Naval Staff of such officer as he may designate	"Service terminated"	
3	MEDICALLY UNFIT	On medical grounds, being disabled or incapable of performing his duties as a member of the forces	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Honourably released"	See article 15.05—Retention of Personnel Eligible for Release on Medical Grounds and article 15.06—Release as Medically Unfit.

TABLE TO ARTICLE 15.01 (*Cont'd.*)

Item	Reasons for Release	Cases in which Applicable	To Whom Applicable	Approval Required: Officers	Approval Required: Men	Notation on Record of Service	Special Instructions
4	VOLUNTARY RETIREMENT						See article 15.18—Application for Release—when dealing with an application made under this item by an officer.
		(*a*) To take up civil employment	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Honourably released"	Applies only when civil employment is with another Government agency, or is beneficial to the navy or otherwise in the national interest.
		(*b*) For entry into another Service	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Honourably released"	Not applicable when release is for entry into another Service of the Canadian Forces. (*See article* ~~12.02~~ 10.02, AL 23 *"Voluntary Transfer between Services"*.
		(*c*) When time served will normally entitle applicant to pension under *The Defence Services Pension Act*	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Honourably released"	Applies to a member of the forces who is governed by Parts I to IV of *The Defence Services Pension Act* when: (*a*) he is an officer with not less than 25 years service although he has not reached the compulsory release age for his rank, (see article 15.17—Compulsory Release Ages—Officers), or (*b*) he is a man with not less than 20 years pensionable service.
		(*d*) On request	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Honourably released"	Applies to Naval Cadets under certain circumstances (See article 15.02—Release as of Right). Otherwise applies only in cases not within (*a*) or (*b* of this item and then only in exceptional circumstances when the applicant has good and substantial resons for seeking release and if the exigencies of the service permit. Release on request shall be subjet to the conditions of article 15.18.
		(*e*) By purchase	Men of the Regular Force		Chief of the Naval Staff or such officer as he may designate	"Honourably released"	(*See article 15.33*—Release by Purchase.)
		(*f*) On compassionate grounds	Men		Chief of the Naval Staff or such officer as he may designate	"Honourably released"	Applicant must give a good and substantial reason for seeking compassionate release and the exigencie of the Service must permit.
		(*g*) On completion of engagement where a man does not accept an offer of further service	Men		Chief of the Naval Staff or such officer as he may designate	"Honourably released"	

TABLE TO ARTICLE 15.01 (*Cont'd.*)

Item	Reasons for Release	Cases in which Applicable	To Whom Applicable	Approval Required		Notation on Record of Service	Special Instructions
				Officers	Men		
5	COMPULSORY RETIREMENT TO PROMOTE ECONOMY OR EFFICIENCY	(*a*) To promote economy on reduction of authorized strength	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Honourably released"	In the case of men the approving authority will receive instructions from Naval Headquarters.
		(*b*) To promote service efficiency in any of the following cases (i) having reached compulsory release age	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Honourably released"	(See article 15.17—Compulsory Release Ages—Officers, and article 15.31—Compulsory Release Ages- Men)
		(ii) being considered unsuitable for reasons other than misconduct, inefficiency or medical unfitness	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Honourably released"	(See article 15.21—Notice of Intended Release)
		(iii) when the officer or man is not advantageously employable in his present rank	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Honourably released"	(See article 15.21—Notice of Intended Release)
		(iv) when retention in the Reserves of an officer or man is not practical or not desirable	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Honourably released"	Applies only to officers and men of the Reserves.
		(v) when the retention of a subordinate officer is not practical or not desirable	Subordinate Officers		Chief of the Naval Staff or such officer as he may designate	"Honourably released"	
		(vi) on completion, or during the final year, of a fixed period of service	Officers	Governor General		"Honourably released"	(See article 6.12—Duration of Service.)
		(vii) on completion of an engagement where a man is not offered further service	Men		Chief of the Naval Staff or such officer as he may designate	"Honourably released"	
		(viii) having been enrolled irregularily	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Honourably released"	
		(*c*) On demobilization	Officers and Men	Governor General	Chief of the Naval Staff or such officer as he may designate	"Honourably released"	Applies to all officers and men who are enrolled on active service for the duration of an emergency and who do not subsequently become enrolled in the Royal Canadian Navy or the Reserves.

15.02—RELEASE AS OF RIGHT

(1) Section thirty-one of *The National Defence Act* provides in part:

"31(1) Except during an emergency or when he is on active service, an officer or man is entitled to be released at the expiration of the term of service for which he is enrolled or re-engaged".

(2) Unless the Chief of the Naval Staff otherwise directs, any period of absence without leave or desertion, shall not be reckoned towards the completion of the term of service for which an officer or man was enrolled or re-engaged. *(17 Nov 52)*

(3) Subject to (1) of this article, no officer or man may claim his release as of right except:

(a) an officer not on active service by reason of an emergency

(i) under item (4)(*d*) (on request) of the table to article 15.01 if he is a naval cadet who requests his voluntary retirement where he will otherwise be reverted to the rank from which he was promoted to naval cadet, or

(ii) under item (4)(*c*) (when time served will normally entitle applicant to pension under *The Defence Services Pension Act*) of the table to article 15.01 if he is an officer governed by the provisions of Parts I to IV of *The Defence Services Pension Act;* or

(*b*) a man not on active service by reason of an emergency under item (4)(*c*) of the table to article 15.01.

(G)

15.03—EFFECTIVE DATE OF RELEASE

The effective date of release shall:

(*a*) in the case of a punishment awarded by a court martial of dismissal with disgrace from Her Majesty's service or dismissal from Her Majesty's service, be as soon as practicable after approval of the punishment; and

(*b*) in all other cases

(i) be set by the approving authority, or

(ii) if no date has been set by the approving authority, be as soon as practicable after release is approved.

(M)

15.04—PLACE OF RELEASE

(1) Except as prescribed in (2) and (3) of this article, an officer or man shall be released in Canada.

(2) An officer or man who is serving outside of Canada at the time his release is approved may, if he so requests, be released at the place where he is serving if prior approval is obtained from the Chief of the Naval Staff.

(3) The provisions of (1) of this article shall not apply to an officer or man who is released as a consequence of imprisonment beyond Canada following conviction by the civil power.

(M)

15.05—RETENTION OF PERSONNEL ELIGIBLE FOR RELEASE ON MEDICAL GROUNDS

An officer or man of the Regular Force who is suffering from a disease or injury which necessitates his release as medically unfit, may, at the discretion of the Chief of the Naval Staff or Senior Officer in Chief Command be retained for prolonged treatment, institutional care or medical observation for a further period of not more than six months, at the end of which time he shall be released unless otherwise directed by the Minister.

(G) (22 Aug 52)

15.06—RELEASE AS MEDICALLY UNFIT

When an officer or man is to be released as medically unfit, he shall, if he requires treatment or institutional care be referred to the Department of Veterans Affairs and, subject to article 15.05, his release shall be completed as soon as possible after that reference.

(M)

15.07—RELEASE OF FEMALES ON MARRIAGE

A female person enrolled in the navy shall, if she marries, be released under item 5(*b*)(ii) (being considered unsuitable for reasons other than misconduct, inefficiency, or medical unfitness) of the table to article 15.01 (Reasons for Release) unless, in the opinion of the Chief of the Naval Staff, her continued employment is in the best interests of the service.

(G) (8 Feb 52)

15.08—REPORTING OF CLAIMS

(1) When forwarding an application for the release of an officer or man the Captain shall report any outstanding or potential:

(*a*) public claim; and

(*b*) mess claim;

against the officer or man and shall furnish proof of that claim.

(2) When release has been approved the Captain shall report to Naval Headquarters any claim described in (1) of this article which will not be liquidated on or before the proposed date of release.

(C)

(15.09 TO 15.16 INCLUSIVE: NOT ALLOCATED)

Section 2—Officers

15.17—COMPULSORY RELEASE AGES—OFFICERS

(1) Subject to (4), (5) and (6) of this article, an officer of the Regular Force shall be released on reaching the age limit prescribed for his substantive rank in the table to this article.

15.17—COMPULSORY RELEASE AGES—OFFICERS—(Cont'd)

(2) Chaplains of the Regular Force shall not be subject to release by reason only of age until they have reached the age of fifty-five years.

(3) Subject to (4) of this article, an officer of the Reserves shall be released on reaching the age limit prescribed by the Chief of the Naval Staff.

(4) In exceptional circumstances, the retention of an officer beyond the compulsory release age prescribed for his rank, may be authorized:

(*a*) by the Minister; or

(*b*) if the officer is below the rank of captain, by the Chief of the Naval Staff.

(15 May 52)

(5) When any part of the navy is on active service by reason of an emergency, the compulsory release ages for officers of all components shall be such as the Minister may prescribe.

(6) Officers who held the acting or confirmed ranks of warrant officer or commissioned officer from warrant rank on thirty-first August, 1949, shall not be subject to release by reason only of age until they have reached the age of fifty years.

(G)

TABLE TO ARTICLE 15.17

Rank or Equivalent Rank	Regular Force	
	Officers other than Medical Officers Instructor Officers and Chaplains	Medical Officers and Instructor Officers
captain and above	55	55
commander	50	51
lieutenant-commander		
(i) not from branch officer	45	49
(ii) from branch officer	50	
lieutenant		
(i) not from branch officer	45	47
(ii) from branch officer	50	
lieutenant*, commissioned officer (branch)	45	
sub-lieutenant	—	
midshipman	—	
warrant officer	50	

(G)

15.18—APPLICATION FOR RELEASE

(1) Subject to (2) of this article, an officer may at any time apply to be released under item 4 (Voluntary Retirement) of the table to article 15.01 (Reasons for Release).

(2) An officer who attends at public expense, a civilian university, school, or college for a course of instruction which is of more than six months' duration, shall, prior to attending the course, sign an honourable undertaking not to apply for release for a period of five years after completion of the course unless special and unforseen circumstances make his application essential.

(3) If an officer applies for release before the expiration of an undertaking described in (2) of this article, his release shall not be approved unless he refunds such portion of the cost of his attendance at the course as the Minister may determine.

15.18—APPLICATION FOR RELEASE—(Cont'd)

(4) Every application made under (1) of this article shall be made in writing through the Captain, who when forwarding the application to Naval Headquarters shall add his recommendations.

(5) When the Captain recommends that the application be approved, he shall certify that his recommendation is not made for the purpose of allowing the applicant to avoid the consequences of his inefficiency, unsuitability or misconduct.

(G)

(15.19: NOT ALLOCATED)

15.20—RETIRED LIST FOR FORMER OFFICERS OF THE REGULAR FORCE

(1) A list designated as the "Retired List" shall be maintained at Naval Headquarters for former officers of the Regular Force.

(2) On release from the navy an officer of the Regular Force may, with the approval of the Chief of the Naval Staff, have his name entered on the Retired List when his rank on release is branch officer or the substantive rank of lieutenant or above.

(3) Before an officer is placed on the Retired List he shall undertake in writing to:

(*a*) serve in the navy when called upon to do so at any time a state of emergency has been declared; and

(*b*) report all changes of his address to Naval Headquarters.

(4) The name of an officer entered on the Retired List shall be carried throughout his lifetime except that it may, under the authority of the Chief of the Naval Staff, be removed:

(*a*) because of his misconduct; or

(*b*) because of his failure to comply with the provisions of (3) of this article; or

(*c*) at his own request.

(5) The rank shown against the name of an officer on the Retired List shall be the substantive rank held by him on the date of his release. *(10 Oct 56)*

15.20—RETIRED LIST—(Cont'd)

(6) An officer whose name is entered on the Retired List shall have the privilege of using the title of his rank, his name being followed by the words "Royal Canadian Navy (Retired)" or the abbreviated designation "RCN (Ret'd)".

(7) When an officer on the Retired List is called upon to serve in the navy under the provisions of (3)(*a*) of this article he shall serve in a rank not lower than the substantive rank he held before he was placed on the Retired List.

(8) An officer on the Retired List may with the approval of the Chief of the Naval Staff be re-enrolled for temporary duty in the Regular Force under the following conditions:

(*a*) when he desires to re-enrol and the navy desires his service;

(*b*) in any rank the Chief of the Naval Staff prescribes; and

(*c*) under any other conditions the Chief of the Naval Staff prescribes.

(M)

15.21—NOTICE OF INTENDED RELEASE

(1) When it is proposed to recommend the release of an officer, other than a naval cadet, under: *(22 Oct 53)*

(*a*) item (1)(*c*) (service misconduct), (1)(*d*) (having been convicted by the civil power during service), (1)(*f*) (having made a false statement, other than as to age only, with a fraudulent purpose at the time of enrolment), or (1) (*g*)(having failed to settle his private debts); or *(17 Dec 51)*

(*b*) item 2 (inefficiency); or

(*c*) item (5)(*b*)(ii) (being considered unsuitable for reasons other than misconduct, inefficiency, or medical unfitness) or (5)(*b*)(iii) (not advantageously employable in his present rank);

of the table to article 15.01 (Reasons for Release), the Captain shall furnish the officer concerned with a written statement of the reasons for the proposed recommendation. He shall require the officer to reply in writing within fourteen days stating either the officer's objections to the proposed recommendation or that he has no objections to make.

15.21—NOTICE OF INTENDED RELEASE—(Cont'd)

(2) If an officer to whom notice of intended release has been furnished under (1) of this article does not reply in writing within fourteen days, his failure to reply shall constitute an admission by him that he has no objection to the proposed release.

(3) The recommendation for release together with either the reply of the officer concerned or a statement that he has failed to make a reply shall be forwarded to Naval Headquarters.

(4) Nothing in this article shall require notice to be given to an officer whose release is being considered on the grounds of:

(*a*) having been convicted by the civil power, when the officer has been committed to undergo a sentence of imprisonment; or

(*b*) marriage. (*See article 15.07—"Release of Females on Marriage."*) (*14 Oct 52*)

(M)

(15.22 TO 15.30 INCLUSIVE: NOT ALLOCATED)

Section 3—Men

15.31—COMPULSORY RELEASE AGES—MEN

(1) Subject to (3) and (4) of this article, a man of the Regular Force shall be released when he reaches the age of fifty years.

(2) Subject to (3) and (4) of this article, a man of the Reserves shall be released when he reaches the age limit prescribed by the Chief of the Naval Staff, whether or not his current engagement has expired. (*15 Feb 52*)

(3) The Chief of the Naval Staff may in exceptional circumstances authorize the retention of a man beyond the compulsory release age prescribed for his rank.

(4) When any part of the navy is on active service by reason of an emergency the compulsory release ages for men of all components shall be such as the Minister may prescribe.

(M)

15.32—RELEASE FOR FRAUDULENT ENROLMENT

(1) A man may be released under the provisions of item 1 (*f*) (having made a false statement, other than as to age only, with a fraudulent purpose at the time of enrolment) of the table to article 15.01 (Reasons for Release) who, after enrolment, is found to have:

(*a*) failed to disclose on enrolment that he was in a state of desertion from, or belonged to, the Canadian Army or the Royal Canadian Air Force; or

15.32—RELEASE FOR FRAUDULENT ENROLMENT—(Cont'd)

(*b*) failed to disclose on enrolment that he was in a state of desertion from, or belonged to, any other armed force; or

(*c*) made any other false statement with a fraudulent purpose in the documents signed by him on enrolment, except a false statement as to age only.

(2) The Captain shall:

(*a*) in the case described in (1)(*a*) of this article, report the matter to Naval Headquarters which shall

(i) ascertain from the headquarters of the service to which the man belonged, whether it is desired to claim him under his original engagement, and

(ii) if he is claimed, order the immediate release of the man, or

(iii) if he is not claimed, instruct the Captain as to the man's disposal; or

(*b*) in a case described in (1)(*b*) or (*c*) of this article, report the particulars to Naval Headquarters for direction.

(3) In the case described in (1)(*a*) of this article the man who is:

(*a*) claimed by his former Service shall be required to refund the amount of any debit balance remaining in his account on release; or

(*b*) not claimed by his former Service and is retained in the navy shall be required to refund any sums that are due to the Crown from him under the regulations of his former Service.

(G)

15.33—RELEASE BY PURCHASE

The release of a man under item 4(*e*) (by purchase) of the table to article 15.01 (Reasons for Release) shall not be approved unless:

(*a*) the applicant is not on active service by reason of an emergency;

(*b*) purchase money as prescribed in the table to this article is paid;

(*c*) if release is applied for within the first year of an initial engagement, the cost of his transportation from his home to his place of enrolment is refunded; and

(*d*) the applicant has good and substantial reasons for seeking release and the exigencies of the service permit.

(M) (22 Oct 53)

TABLE TO ARTICLE 15.33

Cases Applicable	Purchase Money
(1) If release is applied for within the first three months of an initial engagement or a subsequent re-engagement	$100
(2) If release is applied for after three months of an initial engagement or a subsequent re-engagement	$240 reduced by $5 for each month in excess of twelve that has elapsed on his engagement or re-engagement, except that at no time shall the amount he is required to pay be less than $100.

(M) (22 Oct 53)

15.34—RELEASE OF A MAN ELIGIBLE FOR SERVICE PENSION

The release of a man who is eligible for a service pension under Parts I to IV of *The Defence Services Pension Act* shall not be effected until a board of officers is convened as required by that Act. (*See section fifteen of The Defence Services Pension Act.*)

(M)

15.35—RELEASE ROUTINE

(1) When any part of the navy is on active service by reason of an emergency, the routine for the release of men to shore shall be as prescribed in Naval General Orders.

(2) When no part of the navy is on active service by reason of an emergency, the routine for the release to shore of a man shall be as follows:

(*a*) he shall be medically examined, in accordance with article 15.06 (Release as Medically Unfit);

(*b*) he shall surrender his identification card, all articles of loan clothing, and personal equipment as prescribed by the Chief of the Naval Staff, and the value of any shortages being recovered from him under article 38.03 (Administrative Deductions);

(*c*) he shall receive

(i) final payment,

(ii) any transportation and expenses to which he is entitled, and

(iii) subject to (4) of this article, his service record, history sheets, trade certificate, and passing certificates of educational tests and examinations for promotion and advancement in rate;

(*d*) he shall be informed

(i) of any plans for vocational training on rehabilitation,

(ii) when he is being released as the result of a medical or physical disability, that he may apply for subsequent treatment to the nearest officer of the Department of Veterans Affairs, and

(iii) when he is being released as the result of a medical or physical disability and the decision of the Canadian Pension Commission as to his eligibility for a pension under "*The Pension Act*", has not been received from Naval Headquarters, that he will be informed of the decision on its receipt; and

(*e*) he shall be asked if he has any complaint to make concerning his service. If so, he is to sign a statement giving the full particulars of his complaint, and the statement shall be forwarded to Headquarters.

(3) When, on release to shore, a man is unfit to leave hospital, the Captain shall forward a full report of the circumstances to Naval Headquarters.

(4) When approval is received to release a man for the purpose of entering the Canadian Army or the Royal Canadian Air Force, his service record shall when completed be forwarded by registered mail to the appropriate unit of the service the man is entering.

(C)

(15.36 TO 15.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 16

LEAVE

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1 — General

16.01—WITHHOLDING OF AND RECALL FROM LEAVE

(1) Leave may be withheld only by reason of the exigencies of the service.

(2) An officer or man on leave may be recalled to duty at any time.

(M)

16.02—INVOLUNTARY ABSENCE FOLLOWING LEAVE

(1) An officer or man who is unable through circumstances beyond his control to return to his place of duty at the expiration of his leave shall:

(*a*) report the circumstances and the anticipated date of return

(i) if he is inside the limits of the port, to his Captain, or

(ii) if he is outside the limits of the port, to the Captain of the nearest ship or establishment; and

(*b*) on returning to his place of duty present proof, including a medical certificate if applicable, of the circumstances that have precluded his earlier return.

(2) The Captain to whom a report is made under (1) (*a*) (ii) of this article shall communicate by message full particulars to the Captain of the officer or man concerned.

(M)

(16.03: NOT ALLOCATED)

16.04—PERMISSION TO PROCEED TO ANOTHER COUNTRY ON LEAVE

(1) Except when authorized under (2) of this article, an officer or man on leave shall not proceed beyond Canada or the country in which he is serving.

(2) An officer or man on leave may be authorized to proceed:

(*a*) subject to any limitations prescribed by the Chief of the Naval Staff, to the United Kingdom or any country of the North American continent including the West Indies, by the authority granting his leave; or

(*b*) to a country not mentioned in (a) of this paragraph, by the Chief of the Naval Staff or such officer as he may designate.

(M) (NS 4400-1) (10 Oct 56)

(16.05 TO 16.10 INCLUSIVE: NOT ALLOCATED)

Section 2—Long Leave

16.11—APPLICATION OF SECTION

Long leave under the provisions of this section shall be granted only to an officer or man of:

(*a*) the Regular Force; and

(*b*) the Reserves when he is on active service, or performing Continuous Naval Duty or Special Duty for a period of not less than six months.

(M) (15 Dec 51)

16.12—LEAVE YEAR

The leave year shall be from the first day of April to the thirty-first day of March of the following year.

(M)

16.13—AUTHORIZATION OF LONG LEAVE

Except when the approval of a higher authority is required by this section, long leave may be granted to:

(*a*) the Captain of a ship or establishment or a Senior Officer in Command, by the Senior Officer in Chief Command; and

(*b*) a Senior Officer in Chief Command, or a member of the Naval Board, by the Chief of the Naval Staff.

(M)

16.14—ANNUAL LEAVE

(1) Annual leave up to a maximum of thirty days in each leave year may be granted to an officer or man by the Captain. If approval is granted by or under the authority of the Chief of the Naval Staff annual leave in respect of one leave year may, in special circumstances, be taken in the subsequent leave year.

(2) Annual leave shall not be granted following enrolment until the completion of six months' paid service or the completion of training, whichever is the longer, except:

(*a*) leave included in a training syllabus; or

(*b*) for urgent and exceptional personal reasons; or

(*c*) when leave is in the best interest of the navy.

(3) Leave corresponding to annual or compassionate leave taken in respect of the current leave year under the regulations of another of Her Majesty's Forces to which an officer or man has been attached or seconded shall be deducted from the annual leave permissible under (1) of this article.

(4) No officer or man shall be granted annual leave to be taken subsequent to the commencement of rehabilitation leave.

16.14—ANNUAL LEAVE—(Cont'd)

(5) An officer or man of the Reserves when employed on Continuous Naval Duty or Special Duty for a period of not less than six months may be granted annual leave on the basis of two and one-half days for each month served. This leave shall be taken during the period of Continuous Naval Duty or Special Duty. *(15 Dec 51)*

(M)

(16.15: NOT ALLOCATED)

16.16—SICK LEAVE

(1) An officer or man may be granted sick leave not exceeding:

(*a*) thirty days by the Captain; or

(*b*) ninety-one days by the Senior Officer in Chief Command, including any leave granted under (*a*) of this paragraph; or

(*c*) 183 days by the Chief of the Naval Staff, including any leave granted under (*a*) and (*b*) of this paragraph;

on the recommendation of a medical board, or, when the leave is for not more than thirty days, on the recommendation of a medical officer. *(29 Jul 53)*

(2) An officer or man who has been absent on sick leave shall report to the Medical Officer immediately on return to his unit.

(3) Sick leave shall not be granted to an officer or man who is about to be released on medical grounds or for any other reason.

(M)

16.17—COMPASSIONATE LEAVE

(1) An officer or man may be granted compassionate leave not exceeding:

(*a*) fourteen days by the Captain; or

(*b*) thirty days by the Senior Officer in Chief Command, including any leave granted under (*a*) of this paragraph; or

(*c*) ninety-one days by the Chief of the Naval Staff, including any leave granted under (*a*) and (*b*) of this paragraph. *(29 Jul 53)*

(2) Compassionate leave may be granted only for urgent and exceptional personal reasons and shall be counted against any portion of the officer's or man's annual leave that has not been taken.

(M) **(10 Jan 52)**

16.18—VERIFICATION OF GROUNDS FOR COMPASSIONATE LEAVE

When an officer or man applies for compassionate leave, the Captain shall:

(*a*) in normal cases verify to his satisfaction the grounds upon which the leave is requested before granting it; and

(*b*) in cases of apparent urgency grant the leave and instruct the applicant to furnish definite verification of the grounds on his return from leave.

(C)

16.19—REHABILITATION LEAVE

(1) The Chief of the Naval Staff or such officer as he may designate may grant rehabilitation leave to an officer or man of the Regular Force whose release or transfer to the Reserves has been approved. Rehabilitation leave granted shall not extend beyond the date of release. It shall be computed on the basis of thirty days for each completed five years of continuous service and seven days for each completed year of continuous service under five years. *(6 May 53)*

(2) For the purpose of this article "continuous service" shall mean the period of uninterrupted full-time paid service in the armed forces of Her Majesty ending on the day of release. Any period of leave without pay shall not be considered as interrupting the continuity of service when computing rehabilitation leave.

(3) Rehabilitation leave shall not be granted to:

(*a*) an officer or man released under the provisions of the table to article 15.01 (Reasons for Release), Item 1 (Misconduct), 2 (Inefficiency), or 4 (Voluntary Retirement) (a) or (b); or

(*b*) an officer who is released at his own request other than in circumstances which entitle him to a pension under the *Defence Services Pension Act*; or

(*c*) a man released by purchase. *(15 Jul 55)*

(M)

16.20—SPECIAL LEAVE

An officer or man may be granted special leave:

(*a*) not exceeding thirty days by or under the authority of the Chief of the Naval Staff; or

(*b*) for any period by or under the authority of the Minister.

(M) (29 Jul 53)

16.21—SPECIAL LEAVE TO ATTEND BRITISH EMPIRE OR OLYMPIC GAMES

The Chief of the Naval Staff may grant special leave to an officer or man to attend the British Empire or Olympic Games if he is selected as a member of the Canadian team.

(M) (9 Jul 56)

16.22—SPECIAL LEAVE TO ATTEND RIFLE MEETS

(1) A senior officer in chief command may approve special leave for an officer or man to attend Dominion of Canada Rifle Association meets if that officer or man:

(*a*) is a member of a recognized rifle association; and

(*b*) has competed in some form of provincial rifle association meet.

(2) The Chief of the Naval Staff may grant special leave to an officer or man who is selected as a member of the Canadian Bisley Team to enable him to attend the National Rifle Association matches at Bisley, England.

(M)

16.23—SPECIAL LEAVE FOR TRAVELLING TIME

(1) Special leave for travelling time may be granted, in accordance with (2) and (3) of this article, to an officer or man who intends to spend his leave at a place more than twenty-four hours distant by the most direct railroad or steamship route from his establishment or the port on which his ship is based. Special leave for travelling time shall be in addition to other leave.

(2) When an officer or man proceeds on annual leave, the Captain may grant special leave for travelling time, once in each leave year, not in excess of:

(*a*) eight days, to cover the period of travel; and

(*b*) an additional five days, to cover the time actually required for the return journey from an isolated unit to the mainland or railhead.

(3) When an officer or man proceeds on special leave prior to embarkation for, or after disembarkation from, service outside North America, the Captain may grant special leave for travelling time, not in excess of eight days.

(C) (23 Jan 56)

16.24—ISOLATION LEAVE

(1) The Captain may grant seven days' isolation leave each leave year to an officer or man who has completed a minimum period of 183 days in a locality designated in orders as isolated.

(2) When, because of the exigencies of the service, an officer or man is unable to take isolation leave in the leave year in which it falls due, the Senior Officer in Chief Command may authorize this leave to be taken in the subsequent leave year.

(M)

16.25—LEAVE WITHOUT PAY AND ALLOWANCES

(1) An officer or man may be granted leave without pay and allowances:

(*a*) not exceeding fourteen days by the Captain; or

(*b*) not exceeding thirty days by the Senior Officer in Chief Command, including any leave granted under (*a*) of this paragraph; or

(*c*) for any period by or under the authority of the Chief of the Naval Staff.

(*29 Jul 53*)

(2) Except that the Chief of the Naval Staff may, if he considers it in the best interests of the navy, order a period of leave without pay and allowances to be reckoned as service for the purposes of promotion, a period of leave without pay and allowances shall not count for:

(*a*) seniority; or

(*b*) promotion; or

(*c*) award of good conduct medals or badges; or

(*d*) any other naval purpose.

(M)

(16.26 TO 16.29 INCLUSIVE: NOT ALLOCATED)

Section 3—Short Leave

16.30—GRANTING OF SHORT LEAVE

(1) Short leave may be granted to an officer or man by the Captain.

(2) Short leave shall not be:

(*a*) granted for a period of forty-eight hours more often than once in each month; or

(*b*) granted for a period in excess of forty-eight hours, except that the period may be extended by the inclusion of an official holiday observed by the navy; or

(*c*) granted consecutively with another period of short leave; or

(*d*) reckoned against annual leave.

(M)

16.31—ORDERS REGARDING SHORT LEAVE

(1) The Senior Officer in Chief Command shall issue whatever orders he considers necessary relative to the granting of short leave in his command.

(2) To ensure uniformity in the short leave granted to each ship's company when two or more ships are in company the senior officer shall inform the Captain of the ships concerned as to the times during which leave may be granted.

(C)

16.32—GENERAL HOLIDAYS

(1) When any part of the navy is on active service by reason of an emergency, the following days shall be observed, as far as practicable, as general holidays:

16.32—GENERAL HOLIDAYS—cont'd.

(*a*) New Year's Day;
(*b*) Good Friday;
(*c*) Dominion Day;
(*d*) Labour Day;
(*e*) Thanksgiving Day; and
(*f*) Christmas Day.

(2) When no part of the navy is on active service by reason of an emergency any day in addition to those prescribed in (1) of this article that is designated by statute of Parliament of Canada as a general holiday may be observed.

(C)

16.33—SHORT LEAVE OUTSIDE PORT LIMITS

An officer or man shall not proceed on short leave outside the limits of the port:

(*a*) if a senior officer not in chief command, without the permission of the Senior Officer in Chief Command; or

(*b*) if the Captain of a ship or establishment, without the permission of the senior officer present under whose orders his unit is serving; or

(*c*) if an officer other than one described in (*a*) and (*b*) of this article or a man, without the permission of his Captain.

(C)

16.34—SHORT LEAVE ARRANGEMENTS FOR MEN

Except when short leave is stopped as a result of disciplinary action, men shall be granted short leave to the fullest extent practical and, in the case of chief petty officers and petty officers, irrespective of the number of watches the remainder of the ship's company is in.

(C)

Section 4—Leave Records

16.35—RECORDING OF LONG LEAVE

When long leave is granted to:

(*a*) an officer, the approving authority shall forward the original copy of the approved application to Naval Headquarters; and

(*b*) a man, the type and amount of leave, together with any travelling time authorized, shall be noted on his conduct sheet.

(C)

16.36—LEAVE TICKETS

(1) Leave tickets shall be issued:

(*a*) to all men granted long leave; and

(*b*) when considered desirable, to men proceeding outside the limits of the port on short leave.

(2) Before they proceed on leave, the attention of all men shall be drawn to the instructions printed on the reverse side of the leave ticket.

(3) Completed leave ticket books may be destroyed when no longer required for reference purposes.

(C)

(16.37 TO 16.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 17

DRESS AND APPEARANCE

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—General

17.01—UNIFORMS

Officers and men of the navy shall wear the uniforms prescribed by the Chief of the Naval Staff in the Uniform Regulations.

(C)

17.02—PERSONAL APPEARANCE

The dress and appearance of an officer or man shall on all occasions be such as to reflect credit to the navy.

(M)

17.03—BEARDS AND MOUSTACHES

(1) (*a*) Subject to (2) of this article, the Captain may permit the officers and men borne in his ship to wear beards and moustaches.

(*b*) When the permission is granted, the use of the razor shall be discontinued entirely, and moustaches shall not be worn without the beard, nor the beard without moustaches.

(*c*) The hair of the beard and moustaches shall be kept well cut and trimmed.

(*d*) The Captain shall give any other directions that seem to him desirable upon these points, and shall establish, so far as practical, uniformity of the length of the hair, beard and moustaches of the men.

(2) When any part of the navy is on active service the Captain shall draw to the attention of persons requesting the privilege of wearing beards and moustaches that:

(*a*) experience gained in naval sinkings has shown that oil in beards has in some cases blocked the nasal passages, resulting in the death of persons who might otherwise have survived; and

(*b*) the wearing of a beard is a hazard when under attack by gas, since the beard is likely to prevent a respirator fitting closely.

(C)

17.04—WHEN UNIFORM TO BE WORN

(1) Unless the Chief of the Naval Staff otherwise directs:

(*a*) an officer or man on duty shall wear uniform; and

(*b*) an officer or man not on duty may wear civilian clothes.

(2) (*a*) An officer or man who desires to wear uniform while on leave outside Canada shall request permission to do so at the time he applies for that leave.

(*b*) The provision of (a) of this paragraph does not apply to an officer or man serving in a ship cruising outside Canada when on leave at or in the vicinity of ports in which his ship is lying.

(3) When a request for permission to wear uniform is made under (2) of this article, the authority having power to approve the leave:

(*a*) may, subject to any restrictions imposed by the Chief of the Naval Staff, approve the request if the leave is to be spent in

(i) countries of the Commonwealth,

(ii) countries of the North Atlantic Treaty Organization, and

(iii) countries in which Canadian Forces are stationed in accordance with any instrument entered into by Canada; and

(*b*) shall, in all other cases, refer the request to Naval Headquarters.

(4) When permission is granted to wear uniform on leave outside Canada the authority granting the leave shall record the permission on the leave form and, when permission has been given under (3)(b) of this article:

(*a*) if the authority granting the leave is outside Canada, he shall

(i) inform the Canadian representative in the country concerned, or

(ii) if there is no Canadian representative in the country concerned, inform the representative of the United Kingdom; and

(*b*) if the authority granting the leave is in Canada, the Chief of the Naval Staff shall cause the Department of External Affairs to be notified.

(M) (NS 1910–1) (31 Aug 55)

(17.05: RESERVED—ARMY AND AIR FORCE)

17.06—WEARING OF UNIFORM—RESTRICTIONS

(1) Except that he may wear a naval uniform of a date prior to 1843, no officer or man shall wear any part of a military uniform at a fancy dress ball.

(2) No officer or man of the Reserves shall wear uniform except when he is:

(*a*) on duty; or

(*b*) attending a military entertainment or a ceremony at which the wearing of uniform is appropriate.

(3) A former officer or man released other than by reason of misconduct may wear uniform:

(*a*) with the permission of the Captain of the nearest fleet establishment, when attending a military entertainment or a ceremony at which the wearing of uniform is appropriate; or

(*b*) on other occasions with the permission of the Chief of the Naval Staff.

(M) (24 Nov 53)

17.065—WEARING OF UNIFORM IN THEATRICAL PRODUCTIONS

If he is satisfied that no discredit to the navy will ensue, the Senior Officer in Chief Command may authorize any person to wear naval uniform in a theatrical production, stage play or other public performance.

(M) (25 Nov 54)

17.07—CIVILIAN CLOTHES

(1) Unless permission is granted under the provisions of article 17.04, civilian clothes shall be worn by officers and men on leave outside Canada.

(2) An officer and, subject to (6) of this article, a man, may wear civilian clothes when on leave.

(3) Civilian clothes may be worn:

(*a*) in a ship by an officer when he is proceeding on or returning from leave; and

(*b*) in a fleet establishment by

(i) an officer or man when he is proceeding on or returning from leave,

(ii) an officer, chief petty officer, or petty officer when he has been granted leave and is in his mess or cabin, and

(iii) a man when he has been granted leave and is in a canteen or other authorized place of recreation. (*10 Jan 52*)

(4) Men who avail themselves of the privilege to wear civilian clothes while on leave shall not wear any distinctive items of uniform clothing.

(5) Civilian clothes shall not be worn by men who are undergoing training on first entry when on leave for a period of less than twenty-four hours.

(6) The privilege of men to wear civilian clothes may be withdrawn by the Captain at his discretion:

(*a*) for misconduct; or

(*b*) if the standard of appearance is unsatisfactory.

17.08—PROVISION OF UNIFORM

(1) All officers of the Regular Force other than naval cadets shall at their own expense provide themselves with and maintain articles of uniform in the required quantities and according to the appropriate sealed patterns.

(2) Naval cadets of the Regular Force and officers of the Reserves shall be provided with articles of uniform in accordance with orders issued by the Chief of the Naval Staff.

(3) Men shall be initially provided with and shall maintain articles of uniform in accordance with orders issued by the Chief of the Naval Staff.

(M) (1 Apr 53)

17.09—KIT INSPECTION

(1) Kit inspections required by this article shall be undertaken for the purpose of ascertaining whether:

(*a*) there are any deficiencies;

(*b*) any replacements or repairs are required;

(*c*) the kit is clean;

(*d*) all items are properly marked; and

(*e*) the man is improperly in possession of any article.

(2) The kit of a man of the rank of leading seaman or below shall be inspected by his divisional officer:

(*a*) when the man is drafted; and

(*b*) at other times, at the discretion of the divisional officer.

(3) The Captain may order that the kit of a petty officer second class shall be inspected.

(C)

17.10—WEARING OF ACCESSORIES WITH UNIFORM

(1) Subject to (2) of this article, no officer or man shall wear in a visible position on his uniform any article not a part of his order of dress.

(2) Unless the Chief of the Naval Staff otherwise directs, an officer or man may wear the special flowers or emblems on the days specified in the table to this article.

TABLE TO ARTICLE 17.10

Occasion	Date	Emblem
St. David's Day	1st March	Leek
St. Patrick's Day	17th March	Shamrock
St. George's Day	23rd April	Rose
St. Jean Baptiste Day	24th June	Maple Leaf
Dominion Day	1st July	Maple Leaf
Remembrance Day	11th November	Poppy
St. Andrew's Day	30th November	Thistle

(C)

(17.11 TO 17.14—INCLUSIVE: NOT ALLOCATED)

Section 2—Mourning

17.15—COURT MOURNING

(1) Except as provided in (2) of this article, court mourning shall not apply to the navy.

(2) An officer while:

(*a*) attending court functions including levees; or

(*b*) in attendance upon the Governor General or the Lieutenant-Governor of a province; or

(*c*) on duty with an escort or guard of honour provided for the Governor General or the Lieutenant-Governor of a province;

shall wear court mourning if the court is in mourning, but otherwise shall not wear any mourning.

(M)

17.16—SERVICE MOURNING

(1) Service mourning shall apply to officers only.

(2) The Chief of the Naval Staff may order service mourning on the occasions, under the conditions, and for the duration he considers necessary.

(M)

17.17—OTHER CASES OF MOURNING

Subject to article 17.15:

(*a*) an officer shall wear mourning while taking part in service funerals or ceremonial services connected with service funerals;

(*b*) an officer or man may wear mourning at a private funeral in the event of a personal bereavement; and

(*c*) no officer or man shall wear mourning at the unveiling of memorials, Remembrance Day services, or other similar ceremonies.

(M)

(17.18 TO 17.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 18

ORDERS, DECORATIONS, MEDALS, AND GOOD CONDUCT BADGES

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—General

18.01—AWARD OF ORDERS, SERVICE DECORATIONS, AND MEDALS

(1) The orders, decorations, and medals other than commemorative medals for which officers and men are eligible and the general conditions for their award are shown in the table to this article.

(2) A British order or service decoration is awarded at the King's pleasure under the terms of the appropriate statute or royal warrant.

TABLE TO ARTICLE 18.01

Order, Decoration or Medal	Persons Eligible	Conditions for Award	Privileges	
			Letters which may be used after the surname	Others
Victoria Cross.	All officers and men.	Most conspicuous bravery, some daring or pre-eminent act of valour or self-sacrifice, or extreme devotion to duty, in the face of the enemy.	V.C.	(*a*) The award to men carries with it an annuity (*See Naval General Orders.* (*b*) May be awarded posthumously.
George Cross.	All officers and men.	Outstanding heroism or most conspicuous courage in circumstances of extreme danger not in the face of the enemy.	G.C.	May be awarded posthumously.
Companion of the Military Division of the Most Honourable Order of the Bath.	Officers of and above the rank of Commander.	Eminent and distinguished services.	C.B.	
The Most Excellent Order of the British Empire. (Military Division).		(*a*) Service against an enemy in action, or (*b*) Gallantry or distinguished and meritorious service.		
Third Class (Commander).	Officers of and above the rank of Commander.		C.B.E.	
Fourth Class (Officers).	Officers of the rank of Commander and in exceptional cases Lieutenant-Commanders.		O.B.E.	
Fifth Class (Member).	Officers below the rank of Commander and Chief Petty Officers.		M.B.E.	
Distinguished Service Order.	All Officers.	Gallantry or distinguished service in the presence of the enemy which, although it may not be considered to merit the Victoria Cross, is yet of a high standard.	D.S.O.	
Distinguished Service Cross	Officers of the rank of Commander and below.	For meritorious or distinguished services in the presence of the enemy which may not be considered to warrant their appointment to the Distinguished Service Order.	D.S.C.	

18.01—AWARD OF ORDERS, SERVICE DECORATIONS, AND MEDALS—cont'd.

TABLE TO ARTICLE 18.01 (CONT'D.)

Order, Decoration or Medal	Persons Eligible	Conditions for Award	Privileges	
			Letters which may be used after the surname	Others
The Military Cross.	Officers below the rank of Lieutenant-Commander and Chief Petty Officers.	Gallant and distinguished service in the face of the enemy.	M.C.	The award to Chief Petty Officers carries with it a gratuity. (*See Naval General Orders.*)
Distinguished Flying Cross.	All officers and Chief Petty Officers.	Exceptional valour, courage or devotion to duty whilst flying in active operations against the enemy.	D.F.C.	The award to Chief Petty Officers carries with it a gratuity.
The Royal Red Cross		(*a*) Exceptional devotion to duty and competency over a long period of time; or (*b*) Acts of bravery and devotion while on duty.		
First Class (Members).	All Nursing Officers.		R.R.C.	
Second Class (Associates)	All Nursing Officers.		A.R.R.C.	
The Air Force Cross	All Officers and Chief Petty Officers.	(*a*) Exceptional valour, courage or devotion to duty whilst flying other than on active operations against the enemy; or (*b*) Distinguished service to aviation in actual flying.	A.F.C.	
The George Medal.	All Officers and Men.	Brave conduct not in the presence of the enemy, where the services are not considered so outstanding as to merit the award of the George Cross.	G.M.	
Conspicuous Gallantry Medal.	All Men.	Acts of conspicuous gallantry in action against the enemy.	C.G.M.	The award carries with it a gratuity. (*See Naval General Orders*).
Distinguished Service Medal.	All Men.	Gallant and distinguished service in action in the face of the enemy.	D.C.M.	The award carries with it gratuity. (*See Naval General Orders*).
Military Medal.	All Men.	Individual or associated acts of gallantry in the face of the enemy.	M.M.	The award carries with it a gratuity. (*See Naval General Orders*).
Dinstinguished Flying Medal.	All men below the rank of Chief Petty Officer.	Exceptional valour, courage or devotion to duty whilst flying in active operations against the enemy.	D.F.M.	The award carries with it a gratuity.
Air Force Medal.	All men below the rank of Chief Petty Officer.	Same conditions as the Air Force Cross.	A.F.M.	
British Empire Medal.	All men below the rank of Chief Petty Officer.	(*a*) Gallant or distinguished service in the presence of the enemy; or (*b*) Meritorious service over a period of time.	B.E.M.	
Volunteer Officers' Decoration.	All officers of the Reserves.	Long service.	V.R.D.	
Long Service and Good Conduct Medal.	All men of the Regular Force who were serving in His Majesty's permanent or regular forces on or prior to 1 Sep. 39.	Long service and good conduct.		
Long Service and Good Conduct Medal.	All men of the Reserves who were serving in His Majesty's reserve forces on or prior to 1 Sept. 39.	Long service and good conduct.		
The Canadian Forces Decoration.	All officers and men.	Long and meritorious service.	C.D.	
Mention-in-Despatches.	All officers and men.	Gallant and distinguished service in operations against the enemy.		

18.01—AWARD OF ORDERS, SERVICE DECORATIONS, AND MEDALS—cont'd.

TABLE TO ARTICLE 18.01 (CONT'D.)

Order, Decoration or Medal	Persons Eligible	Conditions for Award	Privileges	
			Letters which may be used after the surname	Others
The Albert Medals The Albert Medal (Gold) The Albert Medal.	All officers and men.	Extreme heroic daring in saving life. Gallantry in saving life, which though of a high order is not considered to merit award of the Albert Medal in gold.	A.M.	May be awarded ~~hum~~ posthumously AL 22
The Edward Medal.	All officers and men.	In the course of industrial employment or mining endanger their own lives in saving or endeavouring to save the lives of others from perils incurred in connection with such employment.	E.M.	
The Board of Trade.	All officers and men.	Individual or associated gallantry in saving life at sea.	S.G.M.	
The Life Saving Medal of the Order of St. John of Jerusalem.	All officers and men.	Conspicuous act of gallantry endangering own life while saving others.		
The Stanhope Gold Medal.	All officers and men.	Bravest act of life saving in the year other than acts of bravery in saving life at fires.		Medal is worn on right breast.
Royal Humane Society Medal.	All officers and men.	Gallantry in saving or attempting to save life. *Note:* The medal in silver is awarded for acts of greater gallantry than the medal in bronze.		Medal is worn on right breast.
Medals of the Royal National Lifeboat Institution for the Preservation of Life from Shipwreck.	All officers and men.	Courage in saving life from shipwrecks on the coasts.		Medal is worn on right breast.

(M)

18.02—RECOMMENDATION FOR AWARDS

When a recommendation for the award of an order or decoration has been made it shall not be divulged to the officer or man concerned or to any of his relatives, nor shall the relative of a deceased or missing officer or man be informed that a recommendation would have been made had he remained with his ship or establishment.

(M)

18.03—FOREIGN ORDERS, DECORATIONS, AND MEDALS

(1) No officer or man shall accept an order, decoration or medal from a foreign power without prior approval from Naval Headquarters.

(2) No foreign award shall be approved for acceptance under (1) of this article unless the approval is consistent with the policy of the Department of External Affairs.

(M)

18.04—TRANSMISSION OF MEDALS

Medals shall be transmitted by registered mail and the Captain shall ensure their safe custody pending presentation.

(C)

18.05—DISPOSAL OF ORDERS, DECORATIONS, AND MEDALS

(1) Any order, decoration, or medal belonging to an officer or man or to which an officer or man is entitled, and which is in the care or custody of the Captain, shall:

(*a*) be forwarded to Naval Headquarters if the officer or man is

(i) absent without authority for thirty days, or

(ii) sent to a mental institution on release; or

(*b*) form part of the service estate if the officer or man dies while serving. (*See article 25.08—"Committee of Adjustment to Deal with a Service Estate."*)

(2) When any order, decoration, or medal is forwarded under (1)(*a*)(ii) of this article, the Captain shall notify Naval Headquarters of the date of release and the name of the institution to which the officer or man is sent.

(M)

(18.06 TO 18.10 INCLUSIVE: NOT ALLOCATED)

Section 2—Wearing

18.11—GENERAL

(1) No officer or man shall wear any order, decoration or medal or the ribbon representing any of them without authority.

(2) The order and manner of wearing orders, decorations and medals and the ribbons representing them shall be as notified by the Chief of the Naval Staff. (*See the Uniform Regulations*).

(M)

18.12—NON-MILITARY DECORATIONS AND MEDALS

(1) No officer or man when in uniform shall wear any non-military decoration or medal or the ribbon representing any such decoration or medal except:

(*a*) the Albert Medal, the Edward Medal, a Board of Trade Medal, a Life Saving Medal of the Order of St. John of Jerusalem;

(*b*) the Medals of the Royal Humane Society, the Royal Canadian Humane Association Medal, a Medal of the Royal National Lifeboat Institution; and

(*c*) a decoration or medal awarded by or on behalf of a foreign government.

(2) The decorations and medals mentioned in (1)(*a*) of this article are classified as official, those in (1)(*b*) and (*c*) as non-official.

(3) Only one official and one non-official decoration or medal or the ribbons representing them may be worn for one act of gallantry.

(M)

18.13—WEARING AND CARRYING OF MEDALS WHILE ON OPERATIONS

No officer or man shall carry or wear an order, decoration or medal when he is engaged in operations against the enemy.

(M)

(18.14 TO 18.19 INCLUSIVE: NOT ALLOCATED)

Section 3—Replacement

18.20—REPLACEMENT

(1) Orders, service decorations and medals shall be replaced at public expense only when the loss is due to unavoidable circumstances arising out of the exigencies of the service.

(2) Orders, service decorations and medals, the loss of which is due to circumstances not arising out of the exigencies of the service may be replaced on prepayment.

(3) Orders, decorations and medals other than British orders, service decorations and medals may be replaced only under the conditions prescribed by the issuing authority.

(4) An application from an ex-officer or man for the replacement of a decoration or medal lost by him must be accompanied by a statutory declaration as to the circumstances under which the original decoration or medal was lost and the steps taken to effect recovery. Replacement shall be on prepayment only and shall not be made before the expiration of two months from the date of the loss.

(M)

(18.21 TO 18.24 INCLUSIVE: NOT ALLOCATED)

Section 4—Forfeiture and Restoration

18.25—BRITISH ORDERS, SERVICE DECORATIONS, AND MEDALS

British orders and certain service decorations and medals may be forfeited and restored only under authority of the statutes and royal warrants governing them. In no circumstances shall a court martial order the forfeiture of any such orders, decorations or medals.

(M)

18.26—FORFEITURE AND RESTORATION OF LONG SERVICE AND GOOD CONDUCT MEDAL

(1) The Long Service and Good Conduct Medal shall be forfeited:

(*a*) as a necessary consequence of the award of certain punishment;

(*b*) as a necessary consequence of reversion for misconduct (*See article 11.11—"Reversion and Remustering Upon Conviction by the Civil Power."*);

(*c*) on conviction for desertion.

(2) When a man who holds the Long Service and Good Conduct Medal is, by warrant, deprived of only one good conduct badge, he shall retain his medal, but he shall not be permitted to wear the medal until the good conduct badge has been restored.

(3) When a Long Service and Good Conduct Medal has been forfeited as a result of the award of a punishment requiring a warrant:

(*a*) the fact shall be noted in the space below the punishment columns on page one of the warrant; and

(*b*) the medal shall publically be taken from the offender when the warrant is read.

(4) A Long Service and Good Conduct Medal which has been forfeited shall be forwarded to Naval Headquarters for custody.

(5) A Long Service and Good Conduct Medal which has been forfeited may, with the approval of the Minister, be restored:

(*a*) to a man of the Regular Force, on completion of his time for pension, if his character has during his last three years of service been assessed "Very Good'; or

(*b*) to a man of the Reserves, on completion of three full years with continuous "Very Good" character subsequent to the date of forfeiture; or

(*c*) at any time to a man of the Regular Force or Reserves who has been rendered some special service or performed an act of outstanding gallantry.

(M)

18.27—FORFEITURE AND RESTORATION OF DECORATIONS AND MEDALS OTHER THAN THOSE AWARDED FOR GALLANTRY AND WAR MEDALS

(1) An officer or man who is:

(*a*) sentenced to death; or

(*b*) sentenced to dismissal with disgrace from His Majesty's Service; or

(*c*) sentenced to dismissal from His Majesty's service; or

(*d*) released for misconduct;

shall, except as prescribed in article 18.26, forfeit any decoration or medal awarded to him or to which he may be entitled for long service, good conduct, efficiency or meritorious service other than gallantry.

(2) An officer or man who is:

(*a*) convicted by a civil power of any serious offence; or

18.27—FORFEITURE AND RESTORATION OF DECORATIONS AND MEDALS OTHER THAN THOSE AWARDED FOR GALLANTRY AND WAR MEDALS —(Cont'd)

(*b*) convicted of an offence of treason, sedition, mutiny, cowardice, desertion or a disgraceful offence against morality;

may be ordered by the Minister to forfeit any decoration or medal awarded to him or to which he may be entitled for long service, good conduct, efficiency or meritorious service other than gallantry.

(3) Any decoration or medal forfeited under this article may be restored at the discretion of the Minister.

(M)

18.28—FORFEITURE AND RESTORATION OF WAR MEDALS AWARDED FOR SERVICE PRIOR TO THE SECOND WORLD WAR

(1) An officer or man who is:

(*a*) sentenced to death; or

(*b*) sentenced to

(i) dismissal with disgrace from Her Majesty's service, or

(ii) dismissal from Her Majesty's service; or

(*c*) being released for misconduct;

may be ordered by the Minister to forfeit any war medal, other than a Second World War medal, the Korea Medal or the United Nations Service Medal.

(2) Any medal forfeited under this article may be restored at the discretion of the Minister.

(M) (4 Aug 55)

18.29—FORFEITURE AND RESTORATION OF CAMPAIGN STARS, WAR MEDALS, AND CLASPS AWARDED FOR SERVICE DURING OR AFTER THE SECOND WORLD WAR

(1) An officer or man who is:

(*a*) convicted of treason, sedition, mutiny, cowardice, desertion, or a disgraceful offence against morality; or

(*b*) sentenced to

(i) dismissal with disgrace from Her Majesty's service, or

(ii) dismissal from Her Majesty's service;

shall forfeit Second World War campaign stars and clasps, the Defence Medal, Canadian Volunteer Service Medal and clasp, the War Medal 1939-45, the Korea Medal and the United Nations Service Medal.

(2) Subject to (4) of this article, the Chief of the Naval Staff or such officer as he may designate may restore campaign stars, medals, and clasps forfeited under (1) of this article

18.29—FORFEITURE AND RESTORATION OF CAMPAIGN STARS, WAR MEDALS, AND CLASPS AWARDED FOR SERVICE DURING OR AFTER THE SECOND WORLD WAR—(Cont'd)

when the officer or man who forfeited them has performed meritorious service or is otherwise specially recommended.

(3) Subject to (4) of this article, the Chief of the Naval Staff or such officer as he may designate may restore to an officer or man the campaign stars, medals, and clasps forfeited under (1)(a) of this article if:

(a) the officer or man has completed
  (i) three years of continuous service since his release from imprisonment or detention, or
  (ii) three years of continuous service since the date of his conviction, when no imprisonment or detention was imposed, or
  (iii) less than the three years' continuous service specified in (i) and (ii) of this subparagraph, when his service has been terminated by release; and

(*b*) during the period of service prescribed in (a) of this paragraph the officer or man has committed no offence, or any offence which he has committed is considered by the Chief of the Naval Staff or such officer as he may designate, not to have been of a serious nature.

(4) A campaign star, medal, or clasp forfeited under this article shall not be restored:

(*a*) under (3)(a)(iii) of this article, when it has been forfeited by reason of conviction of treason, sedition, mutiny, or cowardice; or

(*b*) if forfeited for desertion which occurred during the period for which it was instituted, unless the officer or man concerned has, subsequent to return from desertion, rendered a minimum of one day's paid service before the date shown in the table to this article as the terminal date of the period for which the campaign star, medal, or clasp was instituted.

(5) Campaign stars, medals, and clasps forfeited under this article shall be forwarded to Naval Headquarters for custody.

(M) (4 Aug 55)

TABLE TO ARTICLE 18.29

Star or Medal	Terminal Date
The Africa Star	12th May, 1943
The Air Crew Europe Star	5th June, 1944
The 1939-45 Star (for operational service other than in the Pacific Theatre)	8th May, 1945
The Atlantic Star	8th May, 1945
The Italy Star	8th May, 1945
The France and Germany Star	8th May, 1945
The 1939-45 Star (for operational service in the Pacific Theatre)	2nd September, 1945
The Pacific Star	2nd September, 1945
The Burma Star (1942)	2nd September, 1945
The Defence Medal	2nd September, 1945
The War Medal 1939-45	2nd September, 1945
The Canadian Volunteer Service Medal	2nd September, 1945
The Korea Medal	27th July, 1953
The United Nations Service Medal	27th July, 1954

(M) (4 Aug 55)

(18.30 TO 18.38 INCLUSIVE: NOT ALLOCATED)

Section 5 — Good Conduct Badges

18.39—AWARD OF BADGES

(1) Good Conduct Badges, not exceeding three in number, shall be awarded by the Captain to a man who qualifies under the provisions of this section.

(2) The Captain shall consider the award of a good conduct badge when it becomes due, whether the man applies for the award or not.

(3) Badges shall not be awarded or restored as a matter of course.

(4) Prior to a man being punished by warrant, the Captain shall ascertain whether or not the man is entitled to the award of a badge. If he is, the Captain shall award the badge as from the date it is due before considering the sentence to be awarded, to ensure that the man does not avoid the full consequences of his misconduct or remain eligible for the award of the badge on completion of punishment.

(5) Awards and restorations of Good Conduct Badges made by the Captain shall be accepted as final and are not subject to subsequent revision, except that the date of an award of a badge subsequent to the due date for reasons other than those contained in article 18.44 may be adjusted to the due date.

(C)

18.40—QUALIFICATIONS FOR AWARD

(1) The qualifications for the award of a good conduct badge or badges are:

(*a*) completion of the following periods of service

(i) for one badge, three years,

(ii) for two badges, eight years,

(iii) for three badges, thirteen years;

(*b*) unbroken continuity of "exemplary" conduct during the two years of service immediately preceding the date the man is due for the award of a badge;

(*c*) sobriety, keenness, and attention to duty during the two years of service immediately proceeding the date the man is due for the award of a badge; and

(*d*) the two years' service with "exemplary" conduct prescribed in subparagraph (*b*) of this article may include former service allowed to count towards the award of badges if the service has been performed with the equivalent of "exemplary" conduct.

(2) A second or third good conduct badge shall not be awarded unless the man has been in continuous possession of the preceding badge during the two years of continuous "exemplary" conduct required under (1)(*b*) of this article.

(3) Two or more badges may, however, be granted together or at shorter intervals than two years when "R" or "R.Q." is removed (*See article 19.66—"Removal of "Run"*).

(4) The rules and general instructions concerning "exemplary" conduct shall be as prescribed in article 26.12—(Rules and General Instructions—Exemplary Conduct).

(C)

18.41—QUALIFYING SERVICE

(1) "Service" in article 18.40 means:

(*a*) the whole of a man's current service in the navy, with the following exceptions

(i) time during which "Indifferent" is the highest character permissible or actually assessed,

(ii) time prior to desertion, unless the "R" or "R.Q." is removed,

(iii) time while in desertion,

(iv) time for which pay is not allowed,

(v) time during which a man has been out of the navy for any cause; and

(*b*) the former service in the armed forces listed below, if approved by the Senior Officer in Chief Command

(i) time served with character equivalent to "Very Good" in the Regular Force of the army or air force, or in the Reserves of the army or air force on active service; or

(ii) time served, with the exceptions listed in (*a*) of this paragraph in any of Her Majesty's permanent naval forces or naval reserve forces on active service, other than Canadian, or

(iii) time served with character equivalent to "Very Good" in any of Her Majesty's permanent military or air forces or military or air reserve forces on active service, other than Canadian.

(3) In reckoning "service", care shall be taken that the same period of time is not deducted more than once.

(C) (12 Dec 52)

18.42—COUNTING OF FORMER SERVICE

(1) If on entry a man declares former service in a force designated in article 18.41, paragraph (1) (*c*) and wishes to count that service towards the award of good conduct badges his Captain shall forward his application together with the certificates or documentary evidence in support of that service to the Senior Officer in Chief Command.

(2) The Captain shall be informed by the Senior Officer in Chief Command of the amount of service that may be counted, and of the date upon which "exemplary" conduct shall be considered to commence. This information shall be noted on the man's service record and the conduct sheet.

(C)

18.43—POSTPONEMENT OF AWARD

(1) When considering the award of a good conduct badge, if the Captain decides that the man, although the continuity of his "exemplary" conduct remained unbroken during the two year period described in the subparagraph (*b*) of article 18.40 paragraph (1), has failed to meet the requirements prescribed in subparagraph (*c*) of the same paragraph, the Captain shall place the man on probation for a period of not less than three or more than six months.

(2) If, on completion of the period of probation, the Captain decides that the man:

(*a*) has attained the required standard of conduct, he shall award the badge from the date of his decision; or

(*b*) has not attained the required standard of conduct, the badge shall not be awarded and the continuity of the man's "exemplary" conduct shall be broken from the date of the commencement of the probationary period.

(3) A man cannot be promoted in rank while undergoing the probationary period referred to in (1) of this article.

(C)

18.44—DELAYED AWARD

When the award of a good conduct badge is delayed:

(*a*) as a result of postponement under article 18.43; or

(*b*) as a result of a break in "exemplary" conduct;

the notation of award on the service record shall be underlined to indicate that the award has been delayed advisedly.

(C)

18.45—RE-ENTRIES AND RECOVERED DESERTERS

(1) Men re-entering the navy may, with the approval of the Chief of the Naval Staff, resume any good conduct badges previously held and may count their former qualifying service under article 18.41 toward the award of further badges.

(2) Recovered deserters (unless the "R" or "R.Q." is removed) shall commence their qualifying service for the award of good conduct badges from the date of their return to the navy.

(C) (12 Dec 52)

18.46—EFFECT OF REMOVAL OF "R" OR "R.Q."

When "R" or "R.Q." is removed from the record of a recovered deserter or when service which has been forfeited for any cause is restored, the Captain may grant any good conduct badge or badges which have been forfeited in consequence of desertion or forfeiture of service and any further badge or badges for which the man is eligible from the date of the order for removal of "R" or "R.Q." or restoration of forfeited service.

(C)

18.47—RESTORATION OF GOOD CONDUCT BADGES

(1) (*a*) When a man has been deprived of a good conduct badge or badges by warrant or as a naval penalty consequent upon conviction by the civil power, one badge may be regained after six months' continuous "exemplary" conduct, (*See article 26.12—"Rules and General Instructions—"Exemplary" Conduct"*,) and additional badges may be regained by further periods of six months' continuous "exemplary" conduct computed in each case from the date of restoration of the previous badge.

(*b*) When, however, a man has been sentenced to deprivation of a badge or badges on two or more occasions within three years, he shall serve twelve months with "exemplary" conduct for the first restoration and six months with "exemplary" conduct for each subsequent restoration.

(2) When the time comes to consider restoration of a badge, and the Captain decides that the man's conduct during any of the periods referred to in (1) of this article was not "exemplary", he may place the man on probation for a period of not less than three months and not more than six months. If, on completion of the period of probation, the Captain decides that the man:

(*a*) has attained the required standard of conduct, he shall restore the badge from the date of his decision; or

(*b*) has not attained the required standard of conduct

(i) the badge shall not be restored,

(ii) the continuity of the man's "exemplary" conduct shall be broken from the date of commencement of the probationary period, and

(iii) the man shall be required to again qualify for restoration under (1) of this article from the date of commencement of "exemplary" conduct.

(3) When the restoration of a badge is delayed as a result of postponement under (2) of this article, the notation on the service certificate shall be underlined to indicate that the restoration was delayed advisedly.

(4) Time which does not count for purposes of award, shall not be computed towards restoration of badges. (*See article 18.41—"Qualifying Service"*.)

(5) The Captain shall consider the restoration of a badge or badges when they become due, whether the man applies for restoration or not.

(*See article 18.46—"Effect of Removal of "R" or "R.Q."*)

(C)

(18.48 TO 18.99 INCLUSIVE: NOT ALLOCATED)

18.47—RESTORATION OF GOOD CONDUCT BADGES—cont'd.

(*a*) has attained the required standard of conduct, he shall restore the badge from the date of his decision; or

(*b*) has not attained the required standard of conduct

(i) the badge shall not be restored,

(ii) the continuity of the man's "exemplary" conduct shall be broken from the date of commencement of the probationary period, and

(iii) the man shall be required to again qualify for restoration under (1) of this article from the date of commencement of "exemplary" conduct.

(3) When the restoration of a badge is delayed as a result of postponement under (2) of this article, the notation on the service certificate shall be underlined to indicate that the restoration was delayed advisedly.

(4) Time which does not count for purposes of award, shall not be computed towards restoration of badges. (*See article 18.41—"Qualifying Service".*)

(5) The Captain shall consider the restoration of a badge or badges when they become due, whether the man applies for restoration or not.

(*See article 18.46—"Effect of Removal of "R" or "R.Q."*)

(C)

(18.48 TO 18.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 19

CONDUCT AND DISCIPLINE

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1 — Personal Conduct

19.01—OBSERVANCE AND ENFORCEMENT OF REGULATIONS, ORDERS, AND INSTRUCTIONS

Every officer and man shall make himself acquainted with, obey and enforce:

(*a*) *The National Defence Act;*

(*b*) *The Official Secrets Act;*

(*c*) QRCN; and

(*d*) all other regulations, rules, orders and instructions necessary for the performance of his duties.

(M)

19.02—CONFLICTING ORDERS

If an officer or man is given an order which he considers to be in conflict with *The National Defence Act,* QRCN, or orders issued to the navy, or with any particular order he has previously received, he shall point out the conflict orally, or in writing if the order does not require immediate obedience, to the superior by whom the order was given. If the superior still directs him to obey the order, he shall do so.

(M)

(19.03: NOT ALLOCATED)

19.04—INTOXICANTS

No officer or man shall introduce, possess or consume any intoxicant in a ship or naval establishment or area occupied by the navy, except:

(*a*) in a mess or canteen with respect to which a general authority has been granted to possess or consume an intoxicant during specified hours; or

(*b*) in such other place and at such times as the Captain may approve.

(M)

19.05—PRIVATE FIREARMS

(1) When an officer has private firearms in a ship or establishment, he shall keep them under lock and key while they are not in use.

(2) Except as prescribed in (3) of this article, no man shall carry private firearms, air pistols or air guns, or have such arms in his possession or under his care in a ship or establishment.

(3) The Captain may permit a man to possess private firearms for use in competitions, but they shall be kept in a place of security and shall be issued only as required and under proper safeguards.

(C)

19.06—TRAFFICKING

(1) Except with the permission of the Captain, no officer or man shall sell an article of any description to another officer or man in a ship or establishment.

(2) Except with the permission of his Divisional Officer, no man shall exchange, or in any other manner dispose of, any article of service clothing or bedding to any other person.

(C)

19.07—PRIVATE DEBTS

(1) Private debts of an officer or man are the responsibility of the individual concerned.

(2) Every complaint received from a creditor that an officer or man has failed to pay his debts shall be dealt with as prescribed by the Chief of the Naval Staff.

(M) (NS 2600–6) (26 Sep 55)

19.08—BANKRUPTCY

An officer or man against whom an order in bankruptcy has been made, or who has voluntarily filed a petition in bankruptcy, shall report the fact immediately to Naval Headquarters.

(M)

19.09—USE OF OUTSIDE INFLUENCE FORBIDDEN

No officer or man shall attempt to obtain favourable consideration on any matter relating to his service by the use of influence from sources outside the navy.

(M)

19.10—COMBINATIONS FORBIDDEN

No officer or man shall without authority: *(10 Jan 52)*

(*a*) combine with other officers or men for the purpose of bringing about alterations in existing regulations for the navy; or

(*b*) sign with other officers or men memorials, petitions, or applications relating to the navy; or

(*c*) obtain or solicit signatures for memorials, petitions, or applications relating to the navy.

(M)

19.11—INTERVIEW AND COMMUNICATION WITH OFFICERS AT HEADQUARTERS

(1) Except as provided in (2) of this article, no officer or man shall apply for an interview with any officer at:

(*a*) the headquarters of the command without the permission of his Captain; or

(*b*) Naval Headquarters without the permission of the Senior Officer in Chief Command.

(2) An officer or man temporarily in Canada but belonging to a ship or establishment abroad may apply in writing direct to Naval Headquarters for an interview or, in extreme urgency, may apply in person, informing his Captain of his action.

(3) No officer or man shall communicate privately with officers at Naval Headquarters or a command headquarters on a personal matter relating to his service.
(See article 71.1901—"Suggestions for the Improvement of the Navy".)

(M)

19.12—COMMUNICATION WITH THE CAPTAIN

An officer or man may upon application see his Captain on any personal matter.

(M)

19.13—REPROOF IN PRESENCE OF JUNIOR

No officer or man shall reprove any person in the presence or hearing of anyone junior to that person in rank, unless a public reproof is absolutely necessary for the preservation of discipline.

(M)

19.14—IMPROPER COMMENTS

(1) No officer or man shall make remarks or pass criticism tending to bring his superior into contempt, except as may be necessary for the proper presentation of a complaint to redress a grievance.

(2) No officer or man shall do or say anything which:

(*a*) if seen or heard by any member of the public might reflect discredit on the navy or on any of its members; or

(*b*) if seen or heard by, or reported to, those under him might discourage them or render them dissatisfied with their condition or the duties on which they are employed.

(M)

19.15—TESTIMONIALS AND GIFTS FORBIDDEN

No officer or man shall convey any collective or individual expression of praise, regard or approbation to an officer or man of any of Her Majesty's Forces by subscription to or presentation of any testimonial or gift. An officer or man shall be held responsible if he accepts a testimonial or gift in the circumstances described in this article.

(M)

19.16—FOREIGN EXPEDITIONS AND MANOEUVRES

(1) Subject to (2) of this article, no officer or man, without the permission of the Chief of the Naval Staff or the Naval Member, Canadian Joint Staff, shall in a foreign country:

(*a*) accompany or take part in a naval, army or air force expedition of a foreign power; or

(*b*) officially attend the manoeuvres or public parades of the naval, army or air forces of a foreign power.

(2) Nothing in this article shall prevent attachés, authorized staff and exchange personnel, whose normal duties so require, from attending manoeuvres or public parades of the naval, army or air forces of a foreign power to which they are attached or accredited.

(M) (NS 1200–1) (10 Apr 57)

19.17—REPORTS OF EXPEDITIONS AND MANOEUVRES

(1) An officer or man who attends an expedition or manoeuvres outside Canada shall forward to Naval Headquarters a report on the expedition or manoeuvres he witnesses.

(2) Subject to (1) of this article, no officer or man shall, without permission from Naval Headquarters, send to anyone an account of or comment on any expedition or manoeuvres he may witness.

(M)

19.18—CONCEALMENT OF DISEASE

An officer or man who is suffering or suspects he is suffering from a disease shall, without delay, report himself sick.

(C)

19.19—WOMEN ON BOARD OR ON PASSAGE

Subject to article ~~64.08~~ 64.09 (Refugees), unless the Senior Officer present is formally requested to do so by a diplomatic or consular officer representing Canada or the United Kingdom in a foreign nation, no woman shall be permitted to reside on board or take passage in any of His Majesty's Canadian Ships, except with the express permission of the Minister. (*See article 71.1902—"Report of Women on Board or on Passage".*) AL-24

(M)

(19.20 TO 19.25 INCLUSIVE: NOT ALLOCATED)

Section 2—Grievances and Complaints

19.26—REDRESS OF GRIEVANCE

(1) If an officer or man thinks that he has suffered any personal oppression, injustice, or other ill-treatment, he may complain orally to the Captain.

(2) If an officer or man thinks that he has been wronged by the Captain, either because a complaint under (1) of this article has not been redressed or for any other reason, he may complain in writing to the Captain.

(3) If the Captain has not redressed a complaint made under (2) of this article within fourteen days of its receipt by him, the complainant may submit his complaint in writing to the Senior Officer in Chief Command.

19.26—REDRESS OF GRIEVANCE—cont'd.

(4) If the complainant does not receive from the Senior Officer in Chief Command the redress to which he considers himself entitled, he may submit his complaint in writing to the Chief of the Naval Staff who shall, if the complainant so requires, submit the complaint to the Minister.

(5) If the complainant is an officer, the Minister shall, if the complainant so requires, submit the complaint to the Governor in Council

(6) If the complainant is the Captain of a ship or establishment, a senior officer in command, or a senior officer in chief command, his complaint shall first be made in writing and addressed to his immediate superior. In other respects the procedure for making complaints shall be the same as for other officers.

(7) Every complaint shall be submitted through the usual channels except that if the Captain of a ship or establishment or a senior officer in command does not forward a complaint to higher authority when requested to do so, then that complaint may be forwarded direct.

(8) Every person to whom a complaint is made under this article shall cause such complaint to be inquired into, and shall, if he is satisfied of the justice of the complaint, take such steps as are within his power to afford full redress to the complainant or if he has no power to afford full redress, submit the complaint to higher authority.

(9) No officer or man shall be penalized for making a complaint in accordance with this article and with article 19.27.

(G)

19.27—RULES FOR STATING GRIEVANCES

(1) A statement of grievance presented under article 19.26:

(*a*) shall

(i) be made as early as practicable while it is still possible to ascertain the facts of the case, and

(ii) be confined to a statement of the facts complained of and to the alleged consequences to the complainant; and

(*b*) shall not

(i) be made jointly by two or more complainants, or

(ii) be made anonymously, or

(iii) contain a statement known to the complainant to be untrue, or

(iv) include language or comments which are insubordinate or subversive of discipline, except so far as may be necessary for an adequate statement of the complaint.

(2) If the complainant requests assistance in the presentation of his grievance, the Captain shall detail an officer to assist him, who shall, if practicable, be an officer designated by the complainant.

(G)

(19.28 TO 19.35 INCLUSIVE: NOT ALLOCATED)

Section 3—Dealings with Public, Civil Employment, and Political Activities

19.36—DISCLOSURE OF INFORMATION OR OPINION

No officer or man shall publish, communicate or otherwise disclose any information or opinion relating to military subjects acquired as a result of his naval service to any person who is not entitled to receive such information or opinion.

(M)

19.37—PERMISSION REQUIRED TO PUBLISH WRITING OR DELIVER ADDRESS

(1) The provisions of this article shall not apply to a writing, lecture, address, or broadcast confined exclusively to members of the Canadian forces.

(2) No officer or man shall, whether it purports to be fiction or fact, publish any writing or deliver any lecture, address or broadcast in any way dealing with military subjects unless permission is first obtained to do so.

(3) No officer or man of the Regular Force or of the Reserves when he is on Continuous Naval Duty, Special Duty or Naval Training shall, whether it purports to be fiction or fact, publish any writing or deliver any lecture, address or broadcast, in any way dealing with subjects of a controversial nature affecting other departments of the public service or pertaining to public policy unless permission is first obtained to do so.

(4) An officer or man shall request the permission specified in (2) or (3) of this article from his Captain, accompanying his request with a copy of the writing proposed to be published or the text of the proposed lecture, address, or broadcast. The Captain shall:

(*a*) where classified information is included, refuse the request;

(*b*) refer the request to the next higher authority for a decision by an officer not below the rank of commander if the Captain

(i) is below the rank of commander, or

(ii) does not consider himself competent to rule on the subject involved, or on whether classified information is included; and

(*c*) in all other cases grant or refuse the request. *(13 Jun 57)*

(5) If the Captain himself proposes to do any of the things specified in (2) or (3) of this article, he shall first obtain the permission of the Senior Officer in Command.

(6) Any permission granted to publish a writing or to deliver a lecture, address or broadcast does not convey official endorsement of its contents and the officer or man shall not include in it any statement tending to imply official approval or endorsement, nor shall he refer in it in any way to the permission granted.

(7) An officer or man appointed for public relations duties shall not accept remuneration from sources outside the navy for any writing, lecture, address or broadcast in any way relating to military subjects.

(M)

19.38—COMMUNICATIONS WITH OTHER SERVICES AND GOVERNMENT DEPARTMENTS

No officer or man shall enter into direct communication with any other service or with any government department on subjects connected with the navy or with his particular duties or future employment, unless he is authorized to do so under QRCN or by instructions from Naval Headquarters.

(M)

19.39—DEALINGS WITH CONTRACTORS

(1) No officer or man shall have any private dealings with contractors, their agents or employees, whether on an honorary basis or otherwise, which may lay him open to suspicion of being influenced in the discharge of his duty by other than purely public considerations.

(2) No officer or man shall:

(*a*) give a private testimonial to a contractor regarding wares or services supplied to the Department; or

(*b*) include in his correspondence with a contractor anything that might be used as a testimonial. *(15 Mar 55)*

(3) No officer or man shall derive, by virtue of his status as a member of the navy, any pecuniary benefit or personal advantage from any Department contract or any contract made on behalf or for the benefit of the Department.

(M)

19.40—ACCEPTANCE OF GIFTS FROM FOREIGN SOURCES

No officer or man shall, without the consent of the Minister, accept a gift, reward or favour from any foreign sovereign, state, or functionary.

(M)

19.41—ADMISSION AND ACCEPTANCE OF LIABILITY

(1) No officer or man shall, without the authority of the Minister:

(*a*) admit liability to any person who is not a member of the navy; or

(*b*) accept liability on behalf of the Crown;

for any loss or damage arising out of or occasioned by the performance of naval duties by himself or by another.

(2) No officer or man shall, without the authority of the Minister, accept on behalf of the Crown any liability for the defence of civil or criminal proceedings brought against any other officer or man by a member of the public.

(M)

19.42—CIVIL EMPLOYMENT

(1) Subject to (3) of this article, no officer or man on full-time service shall engage in any civil employment or undertaking which in the opinion of his Captain:

(*a*) is or is likely to be detrimental to the interests of the navy; or

(*b*) reflects or is likely to reflect discredit upon the navy; or

(*c*) in the case of officers and men of the Regular Force, is continuous.

(2) No officer or man on full-time service shall authorize the use of his name or photograph in connection with any commercial product, except so far as his name may be part of a firm name.

(3) Except that he shall not engage in any civil employment or undertaking which reflects or is likely to reflect discredit upon the navy, the provisions of this article shall not apply to an officer or man who is:

(*a*) on leave immediately preceeding release; or

(*b*) on leave without pay.

(M)

19.43—DIRECTORSHIPS AND INTEREST IN COMPANIES

(1) Subject to (2) of this article no officer or man of the Regular Force, of the Reserves on active service or the Active Service Force shall serve as a director of any company, unless:

(*a*) the company is a private one;

(*b*) stock of the company is neither sold nor quoted on the open market; and

(*c*) approval from Naval Headquarters is obtained.

(2) When any part of the navy is on active service an officer or man of the Reserves or the Active Service Force, may retain any directorships he held prior to being placed on active service.

(M)

19.44—POLITICAL ACTIVITIES AND CANDIDATURE FOR OFFICE

(1) No Captain of a ship or naval establishment shall:

(*a*) allow a political meeting to be held or a political speech to be delivered in his ship or naval establishment; or

(*b*) allow a candidate in a federal, provincial, or municipal election or a political agent or canvasser to visit his ship or naval establishment for the purpose of carrying on political activities unless authorized by or under the *Dominion Election Act* or by Service voting regulations.

(2) No officer or man of the Regular Force shall:

(*a*) take any active part in the affairs of any political organization or party; or

19.44—POLITICAL ACTIVITIES AND CANDIDATURE FOR OFFICE—(Cont'd)

(*b*) issue an address to electors, or announce himself or allow himself to be announced as a candidate, or prospective candidate, for election to the Parliament of Canada or a provincial legislature; or

(*c*) except with the permission of the Chief of the Naval Staff, accept any office in any municipal corporation or other local government body or allow himself to be nominated for election to such office.

(3) No officer or man shall institute or take part in any party or political meeting in any ship, naval establishment, or property occupied by the navy.

(M)

(19.45 TO 19.50 INCLUSIVE: NOT ALLOCATED)

Section 4—Legal Proceedings by Civil Power

19.51—OPERATION OF CIVIL LAW

(1) Officers and men remain subject to the civil law, except as prescribed in *The National Defence Act.*

(2) The civil police have power to arrest an officer or man whether or not he is in a ship or naval establishment.

(3) The Captain shall afford every facility to the civil power in detecting and apprehending officers or men serving in his ship or naval establishment whose arrest is required on any criminal charge; but he shall require any constable or other civil officer to produce his warrant or show satisfactory evidence of the character in which he acts.

(M)

19.52—SEARCH OF SHIPS OR AIRCRAFT BY CUSTOMS OFFICERS

(1) Subject to (2) of this article, the Captain of a ship or an aircraft shall permit Canadian customs officers to search his ship or aircraft.

(2) The Captain shall, when in his opinion the interests of security so require, refuse access to parts of the ship or aircraft containing classified materiel. When access is refused to a customs officer in these circumstances, the Captain or an officer designated by him for that purpose shall, if the customs officer so requests, carry out a search in those parts of the ship or aircraft to which access has been refused, and make the appropriate report to the customs officer.

(M)

(19.53: NOT ALLOCATED)

19.54—OFFENDERS RELEASED ON BAIL

When a man has been arrested by the civil power and afterwards released on bail pending his trial and the ship to which he belongs leaves port before the case is disposed of, the Captain shall, if practical, arrange to lend him to another ship remaining in port. If that cannot be arranged and no naval accommodation is available, the Captain shall cause the man to be handed over to civil authorities before the ship leaves port.

(C)

19.55—ATTENDANCE AS WITNESS IN CIVIL COURTS

(1) An officer or man who has been subpoenaed to appear as a witness in a civil court shall appear on the date specified in the subpoena.

(2) An officer or man who intends to appear voluntarily as a witness in a civil court shall request permission from his Captain to do so.

(3) When an officer or man who has been subpoenaed or who intends to appear voluntarily as a witness in civil court considers that:

(*a*) the evidence which he may give or the documents he may be called upon to produce will entail the revelation of material classified as confidential or higher; or

(*b*) that the public interest would be otherwise adversely affected;

he shall so inform his Captain.

(4) When a Captain receives information in accordance with (3) of this article he shall:

(*a*) if the officer or man intends to appear voluntarily, refuse permission to appear; and

(*b*) if the officer or man has been subpoenaed

(i) immediately communicate by message direct with Naval Headquarters, requesting instructions, and

(ii) direct the attention of the officer or man concerned to the provisions of (6) of this article.

(5) If on receipt at Naval Headquarters of a message described in (4)(*b*) of this article it is considered the evidence or documents should not be given or produced, the matter shall be referred to the Minister so that he may make a claim of privilege if necessary.

(6) When instructions have been requested from Naval Headquarters as prescribed in (4) of this article, but have not been received by the time the officer or man appears as a witness, the officer or man shall inform the court of those facts and shall request that his evidence or the production of documents be deferred until he has received instructions.

(M)

19.56—REPORT OF ARREST BY CIVIL POWER

When an officer or man has been arrested by the civil power he shall cause his arrest to be reported to his Captain.

(M)

19.57—OFFICER IN ATTENDANCE AT TRIAL BY CIVIL POWER

(1) If the Captain receives information that an officer or man under his command is charged with an offence before a civil court he shall detail an officer to attend and watch the proceedings unless:

(*a*) the offence charged is a minor one under a highway traffic act or local ordinance; or

(*b*) the distance from the ship or establishment to the place of trial is so great as to render the detailing of an officer unpractical.

(2) If it is unpractical to detail an officer to attend and watch the proceedings because of the distance to the place of trial, the Captain shall, if the offence is not one coming within

(1)(*a*) of this article, submit a report to the Senior Officer in Chief Command. The Senior Officer in Chief Command shall decide whether it is advisable for an officer to be present at the trial and, if so, whether an officer shall be detailed from the ship or establishment of the accused or from some other ship or establishment nearer the place of trial. In the latter case the Captain of the accused shall communicate direct with the ship or establishment from which the officer is to proceed and shall forward all necessary information and documents for the use of the attending officer.

(M)

19.58—PAYMENT OF FINES AND COSTS

(1) The Captain may authorize the payment from public funds with the consent of the accused, of any fine and costs imposed which the accused could not otherwise pay.

(2) Before authorizing payment in accordance with (1) of this article, the Captain shall consider in connection with the accused:

(*a*) the state of his pay account;

(*b*) his general character;

(*c*) whether his services are urgently required; and

(*d*) whether, if he is convicted, an application is likely to be made for his release from the navy.

(3) When a payment is made on behalf of the ~~accusal~~ accused under (1) of this article the Captain shall ensure that the total amount of that payment is recovered from the accused. (*See article 208.21—"Fines Imposed by Civil Court".*) AL 24

(G)

19.59—DUTIES OF ATTENDING OFFICER PRIOR TO TRIAL

(1) Prior to the trial of an officer or man before a civil court the attending officer shall:

(*a*) obtain a statement of the accused's

(i) record of service,

19.59—DUTIES OF ATTENDING OFFICER PRIOR TO TRIAL—(Cont'd)

(ii) pay account, and

(iii) service conduct generally; and

(*b*) ascertain whether the Captain authorizes him in accordance with article 19.58 to pay any fine imposed.

(2) Prior to the trial of an officer or man before a civil court the attending officer shall inform the accused that his duties do not include acting in any way as the accused's solicitor, counsel or advocate.

(M)

19.60—DUTIES OF ATTENDING OFFICER DURING TRIAL

(1) An attending officer shall, if requested by the court, give the court:

(*a*) all information in his possession as to the service conduct generally of the accused; and

(*b*) full particulars of any previous conviction of the accused of an offence under

(i) section eighty-nine of *The Naval Service Act, or*

(ii) section one hundred and nineteen of *The National Defence Act.*

(2) No attending officer shall:

(*a*) give particulars of any previous conviction of the accused other than those specified in (1) (*b*) of this article; or

(*b*) produce the conduct sheets of the accused; or

(*c*) act in any way as the accused's solicitor, counsel or advocate.

(M)

19.61—CERTIFICATE OF CONVICTION

If an officer or man is convicted or bound over or otherwise dealt with by a civil court his Captain shall obtain a certificate of conviction or a certified copy of the order of the court.

(M)

19.62—ACTION FOLLOWING CONVICTION BY CIVIL POWER

(1) When the Captain receives information that an officer or man has been convicted by a civil court he shall, unless the offence was a minor one under a highway traffic act or local ordinance, forward to the Senior Officer in Chief Command:

(*a*) a certificate of conviction;

(*b*) the service documents of the offender;

(*c*) his recommendation as to whether the offender should be retained in the navy; and

(*d*) if the offender is a man, his recommendations as to whether he should be reverted for misconduct.

19.62—ACTION FOLLOWING CONVICTION BY CIVIL POWER—(Cont'd)

(2) When a report under (1) of this article is in respect of:

(*a*) an officer;

(*b*) a man sentenced to imprisonment; or

(*c*) a man recommended to be reverted for misconduct;

the Senior Officer in Chief Command shall forward it to Naval Headquarters with information as to the action taken, or his recommendations.

(M) (15 Feb 52)

19.625—NAVAL PENALTIES CONSEQUENT UPON CONVICTION BY CIVIL POWER

(1) When a man is convicted by a civil court of an offence which, in the opinion of his Captain, although not serious enough to warrant release or reversion in rank, has brought discredit to the service, the Captain may impose any one or more of the following penalties:

(*a*) a direction that, during a specified period not exceeding 30 days, the leave privileges granted to other members of the ship's company shall be curtailed in the case of the man convicted;

(*b*) when drunkenness was an element of the offence, restriction of grog privileges for a specified period not exceeding 30 days;

(*c*) breaking of continuity of exemplary conduct. (*See article 26.12—"Rules and General Instructions—"Exemplary" Conduct."*)

(2) Any action taken under this article shall be reported on Form CNS 273 (Report of Arrest and Trial by Civil Power).

(24 Mar 54)

(C)

Section 5—Deserters and Absentees

19.63—DEFINITION OF DESERTER AND ABSENTEE

(1) For the purpose of QRCN, a deserter is a person convicted of the offence of desertion by a service tribunal.

(2) For the purposes of this section, an absentee is a person who:

(*a*) without authority leaves his ship or naval establishment or the place where his duty requires him to be;

(*b*) without authority is absent from his ship or naval establishment or the place where his duty requires him to be; or

(*c*) having been authorized to be absent from his ship or naval establishment or the place where his duty required him to be, fails to return to that ship, naval establishment or place at the expiration of the period for which his absence was authorized.

(M)

19.64—WHEN ABSENTEES TO BE MARKED "RUN"

(1) An absentee shall be designated an absentee in the Alteration Sheet and his Navy Pay Record as of the day his absence began.

(1 May 54)

(2) If, upon his return from absence, an absentee gives a reason for his absence which is, in the opinion of his Captain, a good and sufficient one, he shall not be punished, the notation "absentee" shall be removed from his Navy Pay Record, and no further records action is required.

(3) When an absentee has been absent for seven days from and including the day he was checked to absence under (1) of this article, he shall be marked "Run" in the Alteration Book, and the designation "absentee" replaced by the word "Run" on his Navy Pay Record as of the day his absence began.

(4) A person who is marked "Run" pursuant to this article shall, unless the "Run" is removed (*see article 19.66*), be subject to forfeiture of pay as prescribed in article 208.31 (Forfeitures—When No Service Rendered).

19.64—WHEN ABSENTEES TO BE MARKED "RUN"—(Cont'd)

(5) (*a*) When a person has been absent without leave for more than three months, the Captain may authorize his discharge from ship's books, unless the person is required for trial on any charge in addition to the charge of desertion.

(*b*) If the person is required to answer any charge in addition to that of desertion, the circumstances of the case shall be reported to Naval Headquarters for decision as to his discharge from ship's books.

(6) The provisions of paragraph (5) do not apply to pay accounting procedure which shall be carried out as prescribed in Supply and Accounting Manual.
(*See article 21.87—"Investigation of Illegal Absence."*)
(C)

19.65—ABSENTEES MARKED "RUN" WITH A QUERY

(1) When a man who belongs to a ship under sailing orders is an absentee, the Captain shall:

(*a*) cause the notation "Run Query" to be placed against his name on the ship's books; and

(*b*) inform the Senior Officer in Command and the Captain of the nearest fleet establishment either by signal or in writing, that the man is an absentee.

(2) (*a*) If a man who has been marked "Run Query" returns or is apprehended after the ship sails, the Captain of the ship or fleet establishment to which he returns or is taken shall, with the authority of the Senior Officer in Command

(i) investigate the case,

(ii) ascertain whether the fact that the ship was under sailing orders was, at the time the man absented himself, generally known, and

(iii) if it appears that the man had no intention of deserting, deal with the case summarily, as prescribed in Chapter 108 as a case of improper absence.

(*b*) When the man has been dealt with under (*a*) (iii) of this paragraph, the Captain shall, through his Senior Officer in Command, communicate to the Captain of the ship to which the man belonged when he became an absentee

(i) the fact that the man returned or was apprehended, and

(ii) details of disciplinary action taken.

(*c*) When the Captain of the ship to which the man belongs receives the information described in (*b*) of this paragraph he shall cause the notation "Run Query" to be removed from the man's name in the ship's books.

(3) (*a*) When the investigation described in (2) (*a*) of this article indicates that the man has been guilty of desertion, the case shall, subject to (*b*) of this paragraph, be investigated and disposed of in the ship or fleet establishment to which the man returns or is taken.

(*b*) When, because of the absence of material witnesses, or for any other reason, the Captain considers it impracticable to try the man on a charge of desertion at the place to which he returned or was taken, he may with the approval of the Senior Officer in Command, direct that the man be sent under escort to the ship or fleet establishment to which the man belongs or to another fleet establishment, for investigation of the charge.

19.65—ABSENTEES MARKED "RUN" WITH A QUERY—(Cont'd)

(*c*) When, under (*a*) or (*b*) of this paragraph, the charge of desertion is proved, the officer who dealt with the offence shall, through his Senior Officer in Command, so inform the Captain of the ship to which the man belongs, who shall cause the notation "Run" to be substituted for "Run Query" againt the man's name in the ship's books.

(4) When, at the investigation described in (3) (*a*) or (*b*) of this article, a charge of desertion is not proved, the Senior Officer in Command shall inform the Captain of the ship to which the man belongs, who shall cause the notation "Run Query" to be removed from the man's name in the ship's books.

(C)

19.66—REMOVAL OF "RUN"

(1) When a person has been marked "Run" and:

(*a*) the Captain is satisfied that there was no intention to desert; or

(*b*) the medical examining officer certifies that the person was not responsible for his actions; (*See article 19.67*) or

(*c*) the person is convicted of improper absence only; or

(*d*) the person is charged with desertion, but is found not guilty of desertion;

the Captain shall cause the "Run" to be removed from the ship's books and the person's pay and allowances shall be adjusted. (*1 Apr 57*)

(2) (*a*) A man who has completed

(i) three years' service with continuous "V.G." character within five years of service after recovery, or

(ii) four years' service with continuous "V.G." character within nine years of service after recovery, or

(iii) six years' service with continuous "V.G." character at any time after recovery, may apply to the Captain to have the "Run" removed.

(*b*) If the Captain considers that the man's general behaviour has been satisfactory, and that he should recommend that the "Run" be removed, he shall forward the application to the Senior Officer in Chief Command for decision. (*1 Apr 57*)

(*c*) When a man has been convicted of desertion more than once, he may apply, under the rules prescribed in (*a*) of this paragraph, for the removal of the last "Run". If the application is approved the man, from the date of removal of the "Run", begins to qualify for the removal of a previous "Run" under the rules prescribed in (*a*) of this paragraph, the period of five or nine years to be reckoned from the date of qualification for the removal of the last "Run".

19.66—REMOVAL OF "RUN"—(Cont'd)

(3) The periods of five and nine years referred to in (2)(*a*) of this article are reckoned as beginning on 1st January following the date of conviction for desertion.

(C)

19.67—SUBSTITUTION OF NOTATION "SHORE" FOR NOTATION "RUN"

When a person awaiting trial for desertion has been medically examined and the examining officer certifies that he was not, at the time he is alleged to have deserted, responsible for his actions, the Captain shall substitute the notation "Shore" for the notation "Run" against the man's name on the ship's books.

(*See articles 208.30—"Forfeitures—Officers and Men", and 208.31—"Forfeitures—When no Service Rendered."*)

(C)

19.68—APPREHENSION OF DESERTERS

Everyone shall exert his utmost endeavours to prevent desertion and absence without leave and by lawful means detect, apprehend and bring to punishment every one who is improperly absent.

(*See article 103.22—"Connivance at Desertion"*)

(C)

19.69—~~FOREITURE~~ FORFEITURE CONSEQUENT UPON DESERTION AL-14

Unless the service tribunal by which he is tried or the Minister otherwise directs, a deserter forfeits to the Crown in the right of Canada:

(*a*) all good conduct badges; and

(*b*) all medals and decorations as prescribed in articles 18.26 (Forfeiture and Restoration of Long Service and Good Conduct Medals) and 18.27 (Forfeiture and Restoration of Decorations and Medals other than those Awarded for Gallantry and War Medals), and 18.28 (Forfeiture and Restoration of War Medals other than Second World War Medals), and 18.29 (Forfeiture and Restoration of Campaign Stars, Medals and Clasps of the Second World War).

(C)

(19.70: NOT ALLOCATED)

19.71—DISPOSAL OF DESERTERS OR ABSENTEES FROM OTHER SHIPS, OR OTHER FORCES, FOUND IN A SHIP

(1) The Captain shall, when he discovers in the ship or naval establishment a person who is a deserter or absentee from another ship or naval establishment send him to his own ship or naval establishment if it is present, and report the particulars of the case to the Senior

19.71—DISPOSAL OF DESERTERS OR ABSENTEES FROM OTHER SHIPS, OR OTHER FORCES, FOUND IN A SHIP—(Cont'd)

Officer in Command. When the offender's ship is not in the vicinity, the Captain shall inform the Captain of the ship or naval establishment to which the person belongs and take action under article 19.65 (Absentees Marked "Run" with a Query (R.Q.)).

(2) The Captain shall, when he discovers in the ship or naval establishment a person who is a deserter or absentee from the army or air force, send a full report of the case to Naval Headquarters, together with a description of the person and every particular likely to lead to his identification.

(C)

19.72—SEARCHING OF FOREIGN SHIPS FOR ABSENTEES OR OFFENDERS WHO HAVE ESCAPED, FORBIDDEN

An officer or man shall not in any circumstances search or attempt to search any foreign vessel for naval absentees or offenders.

(C)

(19.73 AND 19.74: NOT ALLOCATED)

19.75—SUSPENSION FROM DUTY

(1) For the purpose of this article "suspend from duty" means to relieve an officer or man from the performance of all military duty.

(2) An officer or man may be suspended from duty by:

(a) the Chief of the Naval Staff; or

(b) the Senior Officer in Chief Command.

(3) An authority mentioned in (2) of this article may suspend an officer or man from duty in any circumstances which, in his opinion, render it undesirable in the interests of the Service that the officer or man remain on duty.

(4) Suspension may be ordered in conjunction with open or close custody.

(5) When an officer or man is suspended from duty under (2)(b) of this article, the authority ordering the suspension shall report the circumstances at once to Naval Headquarters.

(6) An officer or man shall cease to be suspended from duty at the discretion of the authority who suspended him.

(M) (NS 2750–1) (28 Apr 54)

(19.76 TO 19.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 20

(NOT ALLOCATED)

CHAPTER 21

BOARDS OF INQUIRY AND CAPTAIN'S INVESTIGATIONS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—General

21.01—CONVENING OF A BOARD OF INQUIRY

(1) Section forty-three of *The National Defence Act* provides:

"43. The Minister, and such other authorities as he may prescribe or appoint for that purpose, may, where it is expedient that he or any such other authority should be informed on any matter connected with the government, discipline, administration or function of the Canadian Forces or affecting any officer or man, convene a board of inquiry for the purpose of investigating and reporting on that matter."

(2) When, by this chapter, a power is vested in or a duty laid upon the Captain to convene a board of inquiry, the Senior Officer in Command may convene a board of inquiry. If the Senior Officer in Command convenes a board of inquiry, the Captain shall not undertake any further investigation without specific direction from the Senior Officer in Command.

(M)

21.02—CONVENING AUTHORITIES FOR A BOARD OF INQUIRY

(1) A board of inquiry may be convened by:

(*a*) the Minister;

(*b*) the Chief of the Naval Staff;

(*c*) a senior officer in chief command;

(*d*) a senior officer in command; and

(*e*) the senior officer present in command.

(2) The Captain may convene a board of inquiry only:

(*a*) when required to do so by K.R.C.N.; or

(*b*) as prescribed by the Chief of the Naval Staff; or

(*c*) when directed by any superior authority.

(M)

21.03—COMPOSITION OF BOARDS OF INQUIRY

(1) A board of inquiry shall be composed of one or more officers, its exact composition being determined by the convening authority.

(2) In determining the composition of a board of inquiry the convening authority shall:

(*a*) appoint a commissioned officer, when practical not below the rank of lieutenant, as president;

(*b*) when practical, appoint as president of a board an officer equal or superior in rank to any officer whose reputation may be affected as a result of the investigation;

(*c*) not appoint as a member of a board an officer senior in rank to the president;

(*d*) not appoint as a member of a board an officer or man officially connected with or having a personal interest in the investigation or who is likely to be called as a witness;

(*e*) appoint only medical officers to a medical board;

(*f*) subject to (*e*) of this paragraph and if practical, when the investigation may involvt technical or professional knowledge or skill, include as a member of the board ae least one member with the required qualifications; and

(*g*) not convene a one-member board to investigate

(i) a fire, or

(ii) a death of an officer or man, or

(iii) a loss of or damage to public or non-public property other than damage resulting from an accident involving service vehicles. (*See article 21.51—"Convening of a Board on Accidents Involving Service Vehicles."*)

(M)

21.04—INVESTIGATION OF SEVERAL MATTERS

When several matters, for each of which a board of inquiry would normally be assembed, arise out of the same occurrence the convening authority may:

(*a*) convene one board of inquiry to investigate all those matters; or

(*b*) if he considers that they cannot be suitably dealt with by one board, convene separate boards.

(M)

21.05—TERMS OF REFERENCE

(1) The convening authority shall provide a board of inquiry with written terms of reference containing full and specific instructions as to:

(*a*) the character of the investigation to be undertaken;

(*b*) the information required;

(*c*) the matters on which findings or recommendations are to be made; and

(*d*) the security classification of the matter to be investigated.

21.05—TERMS OF REFERENCE—(Cont'd)

(2) A board of inquiry shall obtain and record evidence and, when the instructions contained in the convening order so require, shall:

(*a*) arrive at conclusions based upon the evidence; and

(*b*) make a declaration or recommendation with regard to the matter under inquiry.

(M)

21.06—EVIDENCE

(1) A board of inquiry shall:

(*a*) receive and record all evidence tendered which is relevant to the investigation;

(*b*) attach as exhibits to the original minutes any relevant documents produced before the board; and

(*c*) attach a certified true copy of each exhibit to each copy of the minutes.

(2) Unless the convening authority otherwise directs, all evidence before a board of inquiry shall be taken on oath.

(3) A witness testifying on oath before a board of inquiry shall:

(*a*) take the following oath:

"I swear by Almighty God that the evidence to be given by me shall be the truth, the whole truth, and nothing but the truth"; or

(*b*) when he objects to taking the oath, make the following solemn affirmation:

"I solemnly affirm that the evidence to be given by me shall be the truth, the whole truth, and nothing but the truth."

(4) When the evidence at any time during the sitting of a board of inquiry, appears likely to affect adversely the reputation of an officer or man or to show him in any way at fault in connection with the matter being investigated, he:

(*a*) shall be afforded full opportunity of being present throughout the remainder of the inquiry;

(*b*) may make a statement in explanation of any particular act or any part of his conduct on which an imputation prejudicial to him may have arisen; and

(*c*) may request the president of the board to

(i) ask a witness any further questions, and

(ii) call any further witnesses;

and any such request shall be recorded in the minutes.

(M)

21.07—TIME AND PLACE OF ASSEMBLY

(1) Unless otherwise specified in the convening order, the president of a board of inquiry shall fix the time and place for its assembly and shall cause notice of the sittings to be given to all members of the board, witnesses and other persons interested.

21.07—TIME AND PLACE OF ASSEMBLY—(Cont'd)

(2) A board of inquiry may be re-assembed as often as necessary to:

(*a*) examine additional witnesses; or

(*b*) further examine any witnesses; or

(*c*) make any additional findings or recommendations.

(M)

21.08—MEETINGS NOT OPEN TO THE PUBLIC

Unless the convening authority otherwise directs, a board of inquiry shall exclude from its meetings all persons, other than:

(*a*) a witness under examination;

(*b*) an officer or man whose presence is permitted under article 21.06(4) or article 21.10; and

(*c*) a person whose attendance is required by the president of the board.

(M)

21.09—ATTENDANCE OF CIVILIAN WITNESSES

(1) The president of a board of inquiry may:

(*a*) request a person who is not an officer or man to attend as a witness; and

(*b*) if that person declines to do so request him to make a statement in writing;

but no such person may be compelled to attend as a witness or make a statement in writing.

(2) A person who is not an officer or man and who is requested by the president to and does attend a board of inquiry as a witness, shall be entitled to such fees and expenses as are authorized under article 210.60 (Civilian Witnesses—Fees and Expenses).

(M)

21.10—WHEN ADVISER TO BOARD PERMITTED

(1) The convening authority may request the presence of an officer of the Judge Advocate General's office to assist at a board of inquiry.

(2) Unless the convening authority otherwise directs, except as prescribed in (1) of this article no adviser shall be permitted to attend a board of inquiry.

(M)

21.11—PROCEDURE ON COMPLETION OF A BOARD OF INQUIRY

(1) The minutes of a board of inquiry shall be:

(*a*) signed by the president and each member; and

(*b*) submitted in triplicate by the president direct to the convening authority.

(13 Apr 55)

21.11—PROCEDURE ON COMPLETION OF A BOARD OF INQUIRY — (Cont'd)

(2) When a board of inquiry is unable to agree on an opinion collectively, any dissenting member shall state his opinion in writing and present it to the president for transmission with the minutes.

(3) The convening authority and other authorities through whom the minutes are transmitted shall record on the minutes concurrence or otherwise in the report or recommendations of the board.

(M)

21.12—ADMISSIBILITY OF MINUTES

Except in relation to a charge of giving false evidence before a board of inquiry, minutes of a board of inquiry shall not be admitted as evidence or used at a service tribunal. (*For inadmissibility in proceedings before a civil court,* see *article 19.55—"Attendance as a Witness in Civil Courts".*)

(M)

(21.13 TO 21.20 INCLUSIVE: NOT ALLOCATED)

Section 2 — Claims by and Against the Crown

21.21—CLAIMS BY AND AGAINST THE CROWN

(1) A board of inquiry investigating any occurrence which involves or may involve a claim by or against the Crown shall:

(*a*) proceed as may be prescribed by or under the authority of the Governor in Council; (*See Appendix II.*)

(*b*) comply with this chapter except so far as it may be inconsistent with any prescription under (*a*) of this paragraph.

(2) If it appears to a board of inquiry investigating any occurrence that a claim by or against the Crown may arise, the board shall immediately inform the convening authority who shall arrange for an investigation in accordance with (1) of this article.

(M)

(21.22 TO 21.35 INCLUSIVE: NOT ALLOCATED)

Section 3—Recovered Prisoners of War and Internees

21.36—CONVENING OF A BOARD ON A RECOVERED PRISONER OF WAR OR INTERNEE

(1) When an officer or man who has been made a prisoner of war or has been interned, is recovered and returned to his ship, the Captain shall report immediately to the Senior Officer in Command the fact of that recovery, whether by recapture, escape, repatriation or otherwise.

(2) If, on considering a report received under (1) of this article, the Senior Officer in Command is of the opinion that blame may be attached to the recovered prisoner of war or internee or to any other person in connection with the capture or internment, he shall:

(*a*) convene; or
(*b*) order the convening of;

a board of inquiry to investigate the circumstances.

(M)

21.37—MINUTES OF A BOARD ON A RECOVERED PRISONER OF WAR OR INTERNEE

(1) When a board of inquiry is held on a recovered prisoner of war or internee the board shall record its opinion as to whether the officer or man concerned was made prisoner or interned:

(*a*) by reason of the chances of war; or
(*b*) through neglect or misconduct on his part or on the part of any other person.

(2) The convening authority shall forward the minutes to Naval Headquarters.

(M)

(21.38 TO 21.40 INCLUSIVE: NOT ALLOCATED)

Section 4—Missing Officers and Men

21.41—CONVENING OF A BOARD ON A MISSING OFFICER OR MAN

When an officer or man is missing and in the opinion of his Captain, his absence is not:

(*a*) voluntary (*See article 21.87—"Investigation of Illegal Absence"*);
(*b*) due to enemy action (*See article 21.90—"Investigation on an Officer or Man; Missing due to Enemy Action"*)

the Captain shall convene a board of inquiry and forward the minutes to Naval Headquarters.

(M)

21.42—FINDINGS OF A BOARD ON A MISSING OFFICER OR MAN

A board of inquiry held on a missing officer or man shall make findings as to:

(*a*) the circumstances in which the officer or man is missing; and

(*b*) whether in the opinion of the board the officer or man is dead, and if so the date of death.

(M)

(21.43 TO 21.45 INCLUSIVE: NOT ALLOCATED)

Section 5—Personal Injuries and Death

21.46—CONVENING OF A BOARD ON INJURY OR DEATH

(1) This article shall apply to an officer or man:

(*a*) of the Regular Force;

(*b*) of the Reserves when he is on duty; and

(*c*) of the Active Service Force.

(2) The Captain shall convene a board of inquiry when an officer or man suffers an injury other than by wounds received in action, which:

(*a*) is fatal; or

(*b*) the medical officer certifies to be

(i) serious, or

(ii) likely to cause a permanent disability; or

(*c*) is suspected to be the result of his own wilful act.

(M)

21.47—FINDINGS OF A BOARD ON INJURY OR DEATH

A board of inquiry, investigating an accident which resulted in death or injury, shall make findings as to:

(*a*) the cause of the accident;

(*b*) whether the deceased or injured officer or man was on duty at the time of the accident;

(*c*) whether the deceased or injured officer or man, or any other person, was to blame for the accident; and

(*d*) whether the death or injury was attributable to military service as such.

(M)

21.48—CLAIMS FOR COMPENSATION ARISING FROM INJURY OR DEATH

When a board of inquiry investigating an accident which resulted in death or injury finds that an officer or man was killed or injured through the fault of some other person, it shall record in the minutes whether the officer or man, or his personal representative, has:

(*a*) received; or

(*b*) been offered; or

(*c*) claimed, or intends to claim;

compensation from the person at fault.

(M)

(21.49 AND 21.50: NOT ALLOCATED)

Section 6—~~Acciddnts~~ Accidents Involving Service Vehicles AL25

21.51—CONVENING OF A BOARD ON ACCIDENTS INVOLVING SERVICE VEHICLES

When a service vehicle is involved in an accident the Captain:

(*a*) shall forward to Naval Headquarters an accident report containing the information prescribed by the Chief of the Naval Staff;

(*b*) may convene a board of inquiry. (*See article 21.03—"Composition of Boards of Inquiry."*)

(M)

21.52—FINDINGS OF A BOARD ON ACCIDENTS INVOLVING SERVICE VEHICLES

(1) A board of inquiry convened to investigate an accident involving service vehicles shall make findings as to:

(*a*) the date, time and place of the accident;

(*b*) the nature and cause of the accident;

(*c*) the state of the weather when the accident occurred;

(*d*) the width and general characteristics of the road and the state of its surface;

(*e*) the naval number of the service vehicle and its mechanical condition; AL25

(*f*) the name of the driver and whether he was authorized to drive;

(*g*) the official duty on which the driver was proceeding at the time of the accident and by whose order;

(*h*) the names of any passengers;

(*i*) the speed of the service vehicles at the time of the accident;

21.52—FINDINGS OF A BOARD ON ACCIDENTS INVOLVING SERVICE VEHICLES—cont'd.

(*j*) an estimate of the cost of making good the damage to the service vehicles and the time required for repairs;

(*k*) whether any person was injured and the extent of the injuries; and

(*l*) any other information that may aid in fixing responsibility for the accident.

(2) The board shall attach to the proceedings any plans, sketches, or photographs required to illustrate the position and direction of travel of:

(*a*) the service vehicles; and

(*b*) any other vehicle involved in the accident.

(M)

(21.53 AND 21.54: NOT ALLOCATED)

Section 7—Flying Accidents

21.55—DEFINITION OF "FLYING ACCIDENT"

For the purpose of this section the term "flying accident" applies only to aircraft accidents arising from causes other than enemy action, and means any occurrence which interferes with the normal operation of or is a departure from normal conditions of:

(*a*) a landplane, between the time it commences to move under its own power preparatory to flight and the stopping of the engine or engines on completion of the flight;

(*b*) a seaplane, between the time it commences to move under its own power preparatory to flight, and when mooring, beaching or docking is completed; and

(*c*) a glider, between the commencement of the take-off run and the termination of the landing run.

(C)

21.56—CONVENING OF A BOARD TO INVESTIGATE A FLYING ACCIDENT

(1) When a flying accident occurs the Captain shall report it in the manner prescribed by the Chief of the Naval Staff.

(2) When a flying accident involves personnel or property of more than one service, the remainder of this article shall not apply and an investigation shall be conducted as may be prescribed by the Minister. (*See Appendix IV.*)

(3) The Captain:

(*a*) shall subject to (4) and (5) of this article, convene a board of inquiry to investigate a flying accident when

(i) the cause of the accident is obscure, or

(ii) there is evidence of neglect or default involving the loss of or damage to an aircraft, or

21.56—CONVENING OF A BOARD TO INVESTIGATE A FLYING ACCIDENT —cont'd.

(iii) a person is killed or seriously injured; or

(*b*) may in other cases dispense with a board of inquiry on a flying accident when he is satisfied that no useful purpose would be served by a formal investigation.

(4) When a report submitted under (1) of this article is received by the Senior Officer in Command he may, if no person is killed or seriously injured in the flying accident, authorize the Captain to dispense with a board of inquiry.

(5) A board of inquiry shall not be convened to investigate an accident exclusively involving an aircraft neither belonging to nor fully employed in the Service of His Majesty unless special authority is obtained from the Chief of the Naval Staff.

(M)

21.57—FINDINGS REQUIRED BY A BOARD OF INQUIRY ON A FLYING ACCIDENT

A board of inquiry convened to investigate a flying accident shall make findings as to:

(*a*) the cause of the accident;

(*b*) whether all flying and aircraft maintenance orders were complied with; and

(*c*) if an officer or man was killed or injured in the accident, whether he was

(i) on duty at the time, and

(ii) to blame for the accident.

(M)

(21.58 TO 21.60 INCLUSIVE: NOT ALLOCATED)

Section 8—Damage or Destruction by Fire, Explosion or Similar Occurrence

21.61—CONVENING OF A BOARD OF INQUIRY ON A FIRE, EXPLOSION OR SIMILAR OCCURRENCE

(1) When a fire, explosion or similar occurrence damages or destroys public or non-public property, the Captain shall report it immediately to the Senior Officer in Command. (*See article 71.3002—"Fire Report."*)

(2) When a report under (1) of this article is received, the Senior Officer in Command shall convene a board of inquiry unless:

(*a*) he authorizes the adjustment of the loss or damage (*See articles 36.20—"Powers of Write-off—Materiel", and 29.08—"Powers of Write-off—Works and Buildings."*); or

(*b*) the Captain has authorized the adjustment.

(M)

21.62—FINDINGS OF A BOARD OF INQUIRY ON A FIRE

A board of inquiry convened to investigate a fire shall make findings as to:

(*a*) the cause and origin of the fire and the responsibility for its outbreak;

(*b*) who discovered it;

(*c*) the action taken by the person or persons who discovered it;

(*d*) the person to whom the discoverer of the fire first reported it and the subsequent actions of both of them;

(*e*) the length of time between the discovery of the fire and the sounding of the alarm, and the responsibility for any undue delay;

(*f*) the length of time between the discovery of the fire and the fire fighting apparatus coming into action;

(*g*) what officer or man was in charge of the fire-fighting arrangements, and the manner in which he carried out his duties;

(*h*) the action of the officer or man in charge of the watch and whether the entire watch turned out promptly and functioned efficiently;

(*i*) whether there was any failure of water supply, hydrants, or fire-fighting apparatus, and, if so, why;

(*j*) what fire-fighting equipment was available;

(*k*) the action taken to warn the civil fire brigade and details of any previous arrangements which had been made to obtain the aid of that fire brigade;

(*l*) the length of time between the warning of the civil fire brigade for assistance and its arrival at the scene of the fire;

(*m*) the extent and the cost of the assistance rendered by the civil fire brigade, and the manner in which the joint fire-fighting arrangements functioned;

(*n*) the length of time between the discovery of the fire and when it was extinguished;

(*o*) the extent of the damage or injury done to

(i) persons,

(ii) buildings, and

(iii) publicly and privately owned contents of buildings;

(*p*) the person or persons who were last on the premises before the fire was discovered, and their movements and actions at that time;

(*q*) whether and where adequate standing orders relating to fire were posted;

(*r*) when a fire is caused by a stove explosion, the characteristics of the fuel used;

(*s*) the date of the most recent inspection; and

(*t*) the dates of the most recent fire drill practices.

21.63—RECOMMENDATIONS OF A BOARD OF INQUIRY ON A FIRE

A board of inquiry convened to investigate a fire shall make recommendations for:

(*a*) the improvement of existing fire precautions; and

(*b*) the prevention of future fires.

(M)

21.64—TRANSMISSION OF MINUTES OF A BOARD OF INQUIRY ON A FIRE

(1) The minutes of a board of inquiry convened to investigate a fire shall be forwarded to the Senior Officer in Command accompanied by:

(*a*) copies of fire orders and any special fire instructions in effect at the time of the fire;

(*b*) a list of the property destroyed or damaged showing

(i) the original cost,

(ii) the estimated depreciation, and

(iii) the estimated cost of repairs and replacements:

(*c*) a sketch or plan, and when practical photographs, of any building involved in the fire, and the immediate locality;

(*d*) if the fire took place in a naval establishment, the most recent report of the fire chief; and

(*e*) any other relevant documents produced before the board.

(2) On receipt of the proceedings forwarded under (1) of this article the Senior Officer in Command shall:

(*a*) attach his

(i) remarks on the findings of the board,

(ii) opinion on the estimated value of depreciation, repairs and replacements, and

(iii) recommendations for the adjustment of the loss; and

(*b*) forward the proceedings to Naval Headquarters.

(M)

21.65—BOARDS OF INQUIRY ON EXPLOSIONS OR SIMILAR OCCURRENCES

A board of inquiry covened to investigate an explosion or similar occurrence shall observe as far as practicable the regulations set out in articles 21.62 to 21.64 inclusive.

(M)

(21.66 TO 21.70 INCLUSIVE: NOT ALLOCATED)

Section 9—Public or Non-Public Property

21.71—LOSS OF OR DAMAGE TO PUBLIC PROPERTY

(1) This article shall not apply when an investigation involves:

(*a*) a flying accident (*See article 21.56—"Convening of a Board to Investigate a Flying Accident."*); or

(*b*) a fire, explosion or similar occurrence (*See article 21.61—"Convening of a Board of Inquiry on a Fire, Explosion or Similar Occurrence."*); or

(*c*) a claim by or against the Crown (*See Appendix II*).

(2) When public property is lost, stolen, damaged or destroyed other than by enemy action or by efforts to avoid enemy action, the Captain shall, unless it is within his power to write-off the loss, (*See articles 29.08—"Powers of Write-Off—Works and Buildings", and 36.20—Powers of Write-Off—Materiel."*) report it immediately to the Senior Officer in Command.

(3) When a report submitted under (2) of this article or under article 203.04 (Overpayments and Losses) is received, the Senior Officer in Command:

(*a*) may convene a board of inquiry; and

(*b*) shall convene a board of inquiry if

(i) firearms, explosives, narcotics, or other substances which may be dangerous to life or property have been lost or damaged other than by enemy action or by efforts to avoid enemy action, and

(ii) a loss of or deficiency in public funds is reported.

(4) Minutes of a board of inquiry convened under this article shall be forwarded to Naval Headquarters.

(M)

21.72—LOSS OF OR DAMAGE TO NON-PUBLIC PROPERTY

(1) Subject to article 21.61 (Convening of a Board on a Fire, Explosion or Similar Occurrence), when a loss of or damage to non-public property is discovered the Captain shall, unless he adjusts the loss or damage make a complete report to the Senior Officer in Command. (*See article 38.03—"Administrative Deductions* ~~*for Reimbursement of Financial Loss."*~~) HL 25

(2) When a report made under (1) of this article is received, the Senior Officer in Command shall convene a board of inquiry.

(C)

(21.73 TO 21.80 INCLUSIVE: NOT ALLOCATED)

Section 10—Missing Classified Materiel

21.81—CONVENING OF A BOARD ON MISSING CLASSIFIED MATERIEL

(1) When any top secret, secret or confidential materiel is missing, the Captain shall immediately submit a detailed report to the Senior Officer in Command.

(2) When the Senior Officer in Command receives a report under (1) of this article, he shall:

(*a*) convene a board of inquiry; or

(*b*) apply to Naval Headquarters for instructions.

(3) A board of inquiry convened under this article shall proceed as prescribed by the Chief of the Naval Staff.

(M)

(21.82 TO 21.85 INCLUSIVE: NOT ALLOCATED)

Section 11—Captain's Investigations

21.86—GENERAL

When the Captain requires to be informed on any matter connected with his ship or naval establishment or affecting an officer or man under his command, and a board of inquiry or other investigation is not required by K.R.C.N. or ordered by superior authority, the Captain may conduct an investigation into that matter in such manner as he sees fit.

(M)

21.87—INVESTIGATION OF ILLEGAL ABSENCE

(1) An investigation upon the illegal absence of an officer or man shall be conducted by, or under the authority of the Captain as soon as practicable after the expiration of seven full days from the date of commencement of the absence. (*See article 1.08—"Calculation of Time."*)

(2) The Captain shall make sufficient investigation to determine:

(*a*) the date and hour of the commencement of the officer's or man's absence;

(*b*) whether the officer or man has returned between that date and the date on which the investigation is held;

(*c*) whether the officer or man is still absent; and

(*d*) the items of personal equipment which the officer or man left in the ship or establishment and which have been impounded.

(M)

21.88—INVESTIGATION OF LOSS OF OR DAMAGE TO PUBLIC PROPERTY DUE TO ARSON OR THEFT

When loss of or damage to public property is known or suspected to be the result of arson or theft the Captain shall:

(*a*) thoroughly investigate the circumstances;

(*b*) forward to the Senior Officer in Command in writing, a detailed report of the circumstances.
(*See article 71.2188—"Report on Loss of or Damage to Public Property Due to Theft", and article ~~71.2003~~ 71.3002—"Fire Report"*). AL 25 (*17 Mar 53*)

(*c*) immediately notify the local police and, when one of their detachments is in the vicinity, the Royal Canadian Mounted Police;

(*d*) ensure that any evidence likely to assist the investigation is
  (i) made available to police authorities, and
  (ii) as far as possible, not disturbed or destroyed before it has been inspected by police authorities;

(*e*) carry out further investigation in co-operation with the police authorities; and

(*f*) grant every possible co-operation to the police authorities in their investigation of the occurrence.

(M)

21.89—CIVILIANS SUSPECTED OF IMPLICATION IN THEFT OR OTHER OFFENCE

When a civilian is suspected of implication in theft or other offence involving loss of or damage to public or non-public property, the Captain shall: (*10 Jan 52*)

(*a*) immediately advise the civil police authorities; and

(*b*) leave to the police or other civil authorities any questioning of the suspected civilian.

(M)

21.90—INVESTIGATION ON AN OFFICER OR MAN MISSING DUE TO ENEMY ACTION

(1) When an officer or man is missing due to enemy action, an investigation of the circumstances shall be conducted by or under the authority of the Captain.

(2) A report of the results of an investigation conducted under (1) of this article shall be forwarded to Naval Headquarters in the manner prescribed by the Chief of the Naval Staff.

(M)

(21.91 TO 21.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 22

PROVOST SERVICE

(RESERVED CANADIAN ARMY AND R.C.A.F.)

CHAPTER 23

DUTIES IN AID OF THE CIVIL POWER

(*Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.*)

23.01—GENERAL

(1) Part XI of *The National Defence Act* contains the statutory provisions dealing with the liability of the Canadian Forces to be called out for service in aid of the civil power.

(2) The provisions of this chapter do not relate to the employment of the Canadian Forces in the event of a national disaster. (*See section thirty-five of The National Defence Act and Chapter 31.*)

(C)

(23.02: RESERVED—ARMY)

23.03—CANADIAN FORCES LIABLE TO BE CALLED OUT TO SUPPRESS RIOT

Section two hundred and nineteen of *The National Defence Act* provides:

> "219. The Canadian Forces, or any unit or other element thereof, or any officer or man, with materiel are liable to be called out for service in aid of the civil power, in any case in which a riot or disturbance of the peace requiring such service occurs, or is, in the opinion of an Attorney General, considered as likely to occur, and that is beyond the powers of the civil authorities to suppress, prevent, or deal with."

(C)

23.04—EXCEPTION IN CASE OF CERTAIN RESERVES

Section two hundred and twenty of *The National Defence Act* provides:

> "220. Nothing in this Part shall be deemed to impose liability to serve in aid of the civil power, without his consent, upon an officer or man of the reserve forces who is, by virtue of the terms of his enrolment, liable to perform duty on active service only."

(C)

(23.05 TO 23.08 INCLUSIVE: RESERVED—ARMY)

23.09—CALL OUT OF NAVY AND AIR FORCE

Section two hundred and twenty-two of *The National Defence Act* provides in part:

"222. (3) Where the Officer Commanding a Command mentioned in subsection (1) has called out or caused to be called out any part of the Canadian Army in aid of the civil power, and considers that the services of any part of the Royal Canadian Navy or of the Royal Canadian Air Force are necessary or desirable for the purpose of assisting that part of the Canadian Army so called out, he may address to the Minister, through the Chief of the General Staff, a request stating the nature and extent of the assistance from the Royal Canadian Navy or from the Royal Canadian Air Force which in the circumstances the Officer Commanding a Command requires; and the Chief of the Naval Staff or the Chief of the Air Staff, as the case may be, if the Minister so directs, shall call out such part of the Royal Canadian Navy or of the Royal Canadian Air Force, and materiel therefor, as the Minister considers necessary or desirable for the purpose of meeting the request."

(C)

(23.10: NOT ALLOCATED)

(23.11: RESERVED—ARMY)

23.12—COMMAND WHEN NAVY OR AIR FORCE ARE CALLED OUT TO ASSIST ARMY

When a part of the Royal Canadian Navy or the Royal Canadian Air Force has been called out to assist the Canadian Army pursuant to article 23.09 (Call Out of Navy and Air Force), command shall be excercised as follows:

(*a*) if units of the navy or air force are operating in their normal service role, command of such units shall be exercised by an officer of the service concerned designated by the appropriate flag officer in the case of naval units and by the appropriate air officer commanding or group commander in the case of air force units, but the officer commanding naval units or air force units, as the case may be, shall be responsible to the officer of the army in command of those parts of the Canadian Army which have been called out on service in all matters except those affecting the tactical employment of ships or aircraft; and

(*b*) in the case of naval or air force personnel acting in the role of temporary emergency reinforcements to parts of the army called out on service the command shall be exercised by the army officer mentioned in (*a*) of this article in such manner as he shall deem to best fit the exigencies of the tactical situation.

(M)

(23.13 TO 23.15 INCLUSIVE: RESERVED—ARMY)

23.16—OFFICERS AND MEN HAVE POWERS OF CONSTABLES

Section two hundred and twenty-five of *The National Defence Act* provides:

> "225. Officers and men when called out for service in aid of the civil power shall, without further authority or appointment and without taking oath of office, be held to have and may exercise, in addition to their powers and duties as officers and men, all of the powers and duties of constables, so long as they remain so called out, but they shall act only as a military body, and are individually liable to obey the orders of their superior officers."

(C)

23.17—DURATION OF AID OF CIVIL POWER

Section two hundred and twenty-six of *The National Defence Act* provides:

> "226. The Canadian Forces or any part thereof called out in aid of the civil power shall remain on duty in such strength as the Officer Commanding a Command, who has carried into effect a requisition of an Attorney General made under this Part, deems necessary or orders, until notification is received from the Attorney General that the Canadian Forces are no longer required in aid of the civil power; and the Officer Commanding a Command may, from time to time as in his opinion the exigencies of the situation require, increase or diminish the number of officers and men called out; except that officers and men of the Royal Canadian Navy and the Royal Canadian Air Force called out to assist the Canadian Army in aid of the civil power may be withdrawn at such time and to such extent as the Chief of the Naval Staff or the Chief of the Air Staff, as the case may be, under the direction of the Minister, may order."

(C)

(23.18: NOT ALLOCATED)

23.19—PROVINCE TO PAY EXPENSES

Section two hundred and twenty-seven of *The National Defence Act* provides:

> "227. All expenses and costs incurred by Her Majesty by reason of any of the Canadian Forces being called out under this Part in aid of the civil power, shall be paid to Her Majesty by the province the Attorney General of which made the requisition requiring the Canadian Army to be called out."

(C)

23.20—ACCOUNTS AND RECORDS

(1) The costs and expenses payable by a province to Her Majesty as prescribed in section two hundred and twenty-seven of *The National Defence Act* (*See article 23.19*) are those which were incurred only by reason of parts of the Canadian Forces having been called out in consequence of a requisition by the attorney general of the province concerned. These costs:

23.20—ACCOUNTS AND RECORDS—(Cont'd)

(*a*) do not include

(i) the pay and allowances which in any event would have been paid to members of the Regular Forces whether or not they had been called out, and

(ii) the cost of the rations or allowance in lieu thereof which would normally have been supplied to the Regular Forces called out; and

(*b*) do include

(i) the pay and allowances of members of those parts of the Reserves who were called out,

(ii) the cost of rations and quarters issued to the Reserves called out,

(iii) the cost of any emergency meals and quarters supplied to the Regular Forces which would not have been supplied had they not been called out, and

(iv) the cost of supplies such as gasoline, oil and other expendable commodities which would not have been used in the course of the normal functions of the services.

(2) Sub-paragraphs (*a*) and (*b*) of (1) of this article shall not be construed as exhaustive but shall be construed as being illustrative only.

(M)

23.21—POSITION OF THE CANADIAN FORCES IN RELATION TO THE CIVIL POWER

When any parts of the Canadian Forces are on service in aid of the civil power, they do not replace the civil power but are assisting it in the maintenance of law and order. The responsibility for the reading of the proclamation prescribed in the Criminal Code, commonly known as the "Proclamation Under the Riot Act", or of making any other proclamation required by law, rests entirely with the civil power and in no way with the Canadian Forces.

(M)

23.22—ROLE OF MAGISTRATE

(1) The officer in command of those parts of the Canadian Army which have been called out on service in aid of the civil power, and the officer in command of a detached portion of the Canadian Forces so called out other than small pickets or posts established as part of the tactical disposition, shall ensure that:

(*a*) a magistrate with whom he can immediately communicate is conveniently available; and

(*b*) when the forces under his command are likely to be required to exercise military strength, those forces are accompanied by a magistrate.

(2) If the officer described in (1) of this article is unable to arrange for the prescribed magistrate, he shall immediately advise the officer commanding the command concerned.

23.22—ROLE OF MAGISTRATE—(Cont'd)

(3) Upon receipt of a notification prescribed in (2) of this article the officer commanding the command shall immediately:

(*a*) inform the attorney general who made the requisition of the necessity of having the magistrate made available; and

(*b*) request the attorney general to make arrangements for the required number of magistrates.

(M)

23.23—REQUEST BY MAGISTRATE TO TAKE ACTION

(1) If the accompanying magistrate concludes that the civil power is unable to deal with the situation and that it demands the interference of the Canadian Forces by action, then whether the proclamation referred to in article 23.21 has been read or not, it is his duty to request the officer in command of parts of the Canadian Forces called out on service in aid of the civil power or the detachment commander, as the case may be, to take action. This request should be in writing when possible, but may if the exigencies of the situation so require be made orally.

(2) When requested to take action under (1) of this article, the officer concerned shall:

(*a*) consider whether immediate action is necessary;

(*b*) if he considers that action is necessary take the action which appears to him to be requisite;

(*c*) exercise his discretion as to the nature of the action to be taken and as to the arms which officers and men under his command shall use;

(d) exercise his discretion in the orders given to officers and men under his command as to the opening of fire; and

(*e*) discontinue any action instituted when it appears to him that further action is not required.

(M)

23.24—ORDERS TO FIRE

(1) No officer or man shall order the use of firearms except:

(*a*) the officer in command of the Canadian Forces called out in aid of the civil power; or

(*b*) the officer in command of a detached portion of the Canadian Forces called out in aid of the civil power; or

(*c*) an officer specifically designated by one of the officers described in (*a*) and (*b*) of this paragraph.

(2) No officer or man shall open fire except upon the order of an officer described in (1) of this article.

23.24—ORDERS TO FIRE—(Cont'd)

(3) The officer in command of the Canadian Forces called out in aid of the civil power and the officer in command of a detached portion of the Canadian Forces so called out, shall ensure that every officer and man under his command is made aware:

(*a*) of those officers by whom an order to open fire may be given;

(*b*) that except upon the order of one of those officers the use of firearms is strictly forbidden;

(*c*) that if they are ordered to fire, they must do so in such a manner as to be able to cease fire immediately it becomes no longer necessary; and

(*d*) that if they are ordered to fire they will do so upon those persons who are seen to be implicated in the disturbance, and shall fire for effect.

(4) The officer in command of the Canadian Forces called out in aid of the civil power shall so dispose his forces and organize the chain of command, that if it is necessary to open fire the action will be carried out by the minimum number of officers and men required to obtain the object desired.

(M)

23.25—WARNING TO CIVILIAN POPULATION CONCERNING USE OF FIREARMS

(1) When the Canadian Forces called out in aid of the civil power are employed in the suppression of riots or in the enforcement of the law, all persons who oppose them shall be warned that if the Canadian Forces are ordered to fire, that fire will be effective.

(2) The warning prescribed in (1) of this article shall be given whenever practical in conjunction with the magistrates who have requested action to be taken by the Canadian Forces, and shall be notified to the public by:

(*a*) the officer in command of the Canadian Forces called out;

(*b*) the officer in command of each detached portion of the Canadian Forces; and

(*c*) any pickets or posts which have been established.

(M)

(23.26 TO 23.30 RESERVED—ARMY)

(23.31 TO 23.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 24

CASUALTIES AND FUNERALS

(*Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.*)

Section 1 — Casualties

24.01—REPORTING OF CASUALTIES

The reporting of casualties shall be as prescribed in Naval General Orders.

(M)

24.02—PRESS RELEASES REGARDING CASUALTIES

The Captain of a ship or naval establishment at which a serious accident occurs or to which a serious accident is reported may issue a brief conservative statement to the press, but shall ensure that:

(*a*) the accident is not exaggerated in any way; and

(*b*) the names of persons involved are withheld until confirmation has been received that the next of kin have been informed.

(M)

(24.03 TO 24.14 INCLUSIVE: NOT ALLOCATED)

Section 2 — Funerals

24.15—ENTITLEMENT TO MILITARY FUNERALS

If the next of kin so desires, a military funeral:

(*a*) shall, when practical, be accorded to

(i) a deceased officer or man of the Regular Force,

(ii) a deceased officer or man of the Active Service Force,

(iii) an officer or man of the Reserves who dies when on duty, and

(*1 Jun 56*)

(iv) a deceased holder of the Victoria Cross; and

(*b*) may, with the prior approval of the Senior Officer in Command, be accorded to

(i) a deceased officer or man of the Reserves who does not come within the provisions of (*a*) of this paragraph, and

(ii) a deceased former officer or man.

(M)

24.16—PARTICIPATION IN MILITARY FUNERALS

If the exigencies of the service permit, the Senior Officer in Command may authorize naval participation in:

(*a*) a military funeral accorded by another service of the Canadian Forces to a member or an ex-member of that service; and

(*b*) with the prior approval of the Chief of the Naval Staff, a military funeral other than that described in (*a*) of this paragraph.

(C)

24.17—PLACE OF INTERMENT

(1) When an officer or man dies in Canada or in the United States of America, interment shall be:

(*a*) in any place in Canada or in the United States of America designated by the next of kin; or

(*b*) in a place designated by the Chief of the Naval Staff

(i) if direction cannot be obtained from the next of kin, or

(ii) when the circumstances surrounding the death prohibit the removal of the remains of the deceased.

(2) When an officer or man dies outside Canada and the United States of America, interment shall be in a place designated by the Chief of the Naval Staff.

(3) The remains of an officer or man interred in a place designated under (2) of this article shall not be brought to Canada or the United States of America either at public expense or at the request of relatives.

(M)

24.18—TRANSPORTATION OF DECEASED

When an officer or man is to be interred at a place other than that where his death occurred, an officer or man, when practical of a rank not lower than that of the deceased, shall accompany the remains to the place of interment.

(M)

24.19—DEATH OF DEPENDENTS ABROAD

(1) Subject to (2) of this article, when a dependent who accompanies an officer or man serving abroad dies, the remains may be interred in a burial plot in a military cemetery abroad in which deceased officers or men are buried.

(2) The transportation, funeral and burial of the remains of a dependent mentioned in (1) of this article shall not involve expense to the public.

(M) (NS 4160–1) (23 Sep 55)

(24.20 TO 24.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 25

SERVICE ESTATES AND PERSONAL BELONGINGS

(*Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter*).

Section 1—Service Estates

25.01—GENERAL

(1) Section forty of *The National Defence Act* provides:

"40. (1) The service estates of officers and men who die during their service in the Canadian Forces may be collected, administered and distributed in whole or in part as prescribed in regulations made by the Governor in Council.

(2) For the purposes of this section, but subject to any exceptions prescribed in regulations made by the Governor in Council, "service estate" means the following parts of the estate of a deceased officer or man mentioned in subsection (1),

(*a*) service pay and allowances;

(*b*) all other emoluments emanating from Her Majesty that, at the date of death, are due or otherwise payable;

(*c*) personal equipment that the deceased person is, under regulations, permitted to retain; and

(*d*) personal belongings, including cash, found on the deceased person or in camp, quarters or otherwise in the care or custody of the Canadian Forces."

(2) Unless the Chief of the Naval Staff otherwise directs, "service estate" shall not include any personal equipment or personal belongings found in married quarters or otherwise under the care, custody or control of the next of kin of the deceased officer or man.

(G) (26 Nov 53)

25.015—APPLICATION AND DEFINITIONS

(1) The provisions of this chapter shall apply in respect of an officer or man of:

(*a*) the Regular Force;

(*b*) the Active Service Force; and

(*c*) the Reserves when he is performing

(i) Continuous Naval Duty,

(ii) Special Duty, and

(iii) Naval Training.

(2) For the purposes of this chapter:

(*a*) "service estate" has the same meaning as prescribed in subsection two of section forty of *The National Defence Act* (*see article 25.01*); and

(*b*) "net assets" means the assets of a service estate remaining after payment of any preferential charges prescribed in article 25.03.

(G)

25.02—DIRECTOR OF ESTATES

(1) The Minister shall appoint an officer of the Canadian Forces to be Director of Estates.

(2) The Director of Estates shall be directly responsible to the Minister.

(3) The Director of Estates shall, in the exercise of his powers, duties and functions under these Regulations, to the exclusion of all other authorities and persons, have the same rights and powers in respect of a service estate as if he had been appointed an executor or administrator of that estate by a court of competent jurisdiction.

(G)

25.03—PREFERENTIAL CHARGES AGAINST A SERVICE ESTATE

(1) Preferential charges against a service estate shall be:

(*a*) sums due for quarters;

(*b*) unpaid mess and canteen accounts;

(*c*) sums due for materiel; and

(*d*) a debit balance in the pay account.

(2) The Director of Estate shall pay the charges prescribed in (1) of this article in the order shown and in preference to all other claims.

(3) The decision of the Minister shall be final and binding when any question arises in relation to the payment or disposition of any preferential charge.

(G)

25.04—ADMINISTRATION OF SERVICE ESTATES

(1) Subject to (2) of this article, the Director of Estates shall administer service estates and:

(*a*) when an executor or administrator has been appointed by a court of competent jurisdiction, the Director of Estates shall cause to be delivered over to that executor or administrator, the net assets of the service estate in his possession;

(*b*) when no executor or administrator has been appointed by a court of competent jurisdiction, the Director of Estates shall, subject to any order made by a court of competent jurisdiction, cause to be distributed the net assets of the service estate in accordance with the will of the deceased officer or man, or, if he died intestate, in accordance with the law of intestate succession of his domicile subject to article 25.045 and in either case without regard to any debts of or claims against the estate except

(i) those preferential charges prescribed in article 25.03, and

(ii) any debts incurred in the country (other than Canada) in which the deceased officer or man died and owing to a person not a member of the Canadian Forces, when, under the law of such country or under an applicable international agreement, disposal of personal property situated in such country and forming part of the service estate of such officer or man cannot be effected until such debts are settled; and

25.04—ADMINISTRATION OF SERVICE ESTATES—(Cont'd)

(*c*) when under (*b*) of this paragraph, no distribution or only partial distribution of any service estate can be made, the Director of Estates shall convert the net assets, or the balance of the net assets, into cash and pay it to the Receiver General of Canada, to be deposited by him in a special trust account or accounts as designated by the Comptroller of the Treasury pending final distribution to the person or persons entitled.

(2) The Minister may prescribe the procedure to be adopted and issue such directions as may be necessary for the administration of service estates and to give effect to this article.

(G) (26 Nov 53)

25.045—DISTRIBUTION OF ORDERS, DECORATIONS AND MEDALS

When an officer or man dies intestate the Director of Estates may, without regard to the law of intestate succession of the domicile of the deceased officer or man, distribute any order, decoration or medal to such person or persons as he thinks best qualified in the circumstances to receive them, but normally in the following order of preference:

(*a*) widow;
(*b*) eldest surviving son;
(*c*) eldest surviving daughter;
(*d*) father;
(*e*) mother;
(*f*) eldest surviving brother; or
(*g*) eldest surviving sister.

(G) (26 Nov 53)

25.05—INFANT ENTITLED TO A SERVICE ESTATE

When an infant is entitled to all or part of a service estate, the Director of Estates may, for the infant's maintenance, welfare, or education, authorize payment out of the money payable to such infant, of a sum not exceeding $100.00 in any year, to the infant's parent, guardian, or person *in loco parentis*, or to a children's welfare or protection society recognized by the laws of a province.

(G)

25.06—RIGHT OF CLAIM AGAINST SERVICE ESTATES

No person shall have any claim as of right against a service estate.

(G)

25.07—COMPLIANCE WITH REGULATIONS

Compliance with these regulations in respect of the administration of a service estate shall discharge the Minister, the Director of Estates or any other person complying therewith

25.07—COMPLIANCE WITH REGULATIONS—(Con'd)

from all liability by reason of any assets in his hands having been paid, transmitted or re-transmitted or otherwise dealt with in accordance therewith.

(G)

25.08—COMMITTEE OF ADJUSTMENT TO DEAL WITH A SERVICE ESTATE

(1) When an officer or man dies the Captain shall appoint a committee of adjustment to deal with the service estate.

(2) A committee of adjustment appointed under (1) of this article shall:

(*a*) be constituted and proceed as prescribed by the Chief of the Naval Staff;

(*b*) collect, inventory, and safeguard the service estate;

(*c*) forward a copy of its minutes direct to the Director of Estates; and

(*d*) dispose of the service estate as directed by the Director of Estates.

(G)

(25.09 TO 25.15 INCLUSIVE: NOT ALLOCATED)

Section 2—Disposal of Personal Belongings

25.16—COMMITTEE OF ADJUSTMENT TO DEAL WITH PERSONAL BELONGINGS

(1) For the purpose of this section "personal belongings" means:

(*a*) personal equipment that an officer or man is, under regulations, permitted to retain on release; and

(*b*) personal belongings, including cash, found in a naval establishment or otherwise in the care or custody of the navy.

(2) When an officer or man is missing or is released with unsound mind, the Captain shall appoint a committee of adjustment to deal with the officer's or man's personal belongings that are not in the care or custody of his next-of-kin.

(M)

25.17—PERSONAL BELONGINGS OF A MISSING OFFICER OR MAN

A committee of adjustment appointed under article 25.16 to deal with the personal belongings of an officer or man who is missing shall:

(*a*) be constituted and proceed as prescribed by the Chief of the Naval Staff;

(*b*) collect, inventory, and safeguard the personal belongings not in the care or custody of the next-of-kin;

(*c*) forward a copy of its minutes direct to the Director of Estates; and

(*d*) dispose of the personal belongings mentioned in (*b*) of this article as directed by the Director of Estates. (*See article 18.05—"Disposal of Orders, Decorations, and Medals."*)

(M)

25.18—PERSONAL BELONGINGS OF AN OFFICER OR MAN RELEASED WITH UNSOUND MIND

A committee of adjustment appointed under article 25.16 to deal with the personal belongings of an officer or man released with unsound mind shall:

(*a*) be constituted and proceed as prescribed by the Chief of the Naval Staff;

(*b*) collect, inventory, and safeguard the personal belongings not in the care or custody of the next-of-kin;

(*c*) forward a copy of its minutes to Naval Headquarters; and

(*d*) forward the personal belongings mentioned in (*b*) of this article to the Department of Veterans Affairs. (*See article 18.05—"Disposal of Orders, Decorations, and Medals."*)

(M)

25.19—AN OFFICER OR MAN COMMITTED TO IMPRISONMENT OR DETENTION

(1) When an officer or man is sentenced to imprisonment or detention, on the expiration of which sentence he will not be returned to his ship or naval establishment, he shall be informed by his Captain that the navy is not responsible for the custody of his personal belongings.

(2) The Captain shall require the officer or man to make private arrangements for the custody or disposal of his personal belongings which are not sent with him to prison or detention barracks.

(M)

25.20—ABSENTEES AND DESERTERS

(1) Section forty-two of *The National Defence Act* provides in part:
"42. The personal belongings . . . of an officer or man, who is absent without leave, that are found in camp, quarters or otherwise in the care or custody of the Canadian Forces shall vest in His Majesty and shall be disposed of in accordance with regulations made by the Governor in Council".

(2) The Captain shall ensure that the personal belongings, not in the care or custody of the next of kin, which are left behind in his ship or naval establishment by an officer or man who is absent without leave are placed in safe custody and an inventory is taken.

(3) When an officer or man absent without leave surrenders himself or is apprehended within one year from the date of commencement of his absence, his personal belongings shall be returned to him.

(4) When an officer or man absent without leave has not surrendered or been apprehended within one year from the date of commencement of his absence, the personal belongings held in safe custody by the navy shall be forwarded to his next of kin. If the next of kin is not known, instructions shall be requested from Naval Headquarters and the Chief of the Naval Staff may direct that the personal belongings be sold, destroyed or otherwise disposed of (*See article 18.05—"Disposal of Orders, Decorations and Medals."*).

(G)

25.21—PERSONAL BELONGINGS UNCLAIMED

Personal belongings left unclaimed in any ship or naval establishment or in any naval vessel, vehicle or aircraft shall be disposed of in accordance with orders issued by the Chief of the Naval Staff.

(G)

(17 Dec 52)

(**25.22 TO 25.30 INCLUSIVE: NOT ALLOCATED**)

Section 3—Loss of or Damage to Private Property and Personal Belongings

25.31—INSURING OF PRIVATE PROPERTY AND PERSONAL BELONGINGS

The Department of National Defence does not assume any responsibility for the loss of or damage to the private property and personal belongings of an officer or man resulting from fire, theft or other causes except as provided for in section 1 of Chapter 210 (Compensation for Loss of, or Damage to Personal Property). Loss or damage attributable to the ordinary risks of civil life are the responsibility of the officer or man concerned and all officers and men are warned of the advisability of insuring their property and personal belongings against these hazards.

(M)

(25.32 TO 25.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 26

PERSONAL RECORDS AND DOCUMENTS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—General

26.01—SERVICE DOCUMENTS

(1) Service documents shall be prepared and maintained for every officer and man as prescribed by the Chief of the Naval Staff.

(2) The enrolment forms of an officer or man, together with any personal forms prescribed by the Chief of the Naval Staff, shall be included in the service documents.

(See article 71.2601—"Captain's Request and Alteration Sheets.")

(C)

26.02—DOMESTIC EVENTS AFFECTING PENSION OR PAY AND ALLOWANCES

(1) When any domestic event occurs which may affect his pension or pay and allowances, an officer or man shall submit to his Captain evidence of the event in writing.

(2) When documentary evidence of the event is available, the original documents or a notarial or photostatic copy of it shall be submitted to the Captain.

(See article 71.2603—"Statement of Next of Kin, and Verification of Addresses.")

(C)

(26.03: NOT ALLOCATED)

26.04—OFFICIAL NUMBERS

(1) An officer or man shall on first entry be assigned an official number by Naval Headquarters in the manner prescribed in the Recruiting Manual.

(2) Unless he is transferred from one component of the navy to another, an officer or man shall retain the same official number throughout his service.

(3) The official number of an officer or man shall appear on all his service documents.

(C)

26.05—IDENTIFICATION CARDS

An identification card in the form prescribed by the Minister shall be given an officer or man on enrolment.

(M)

26.06—SERVICE RECORDS—INSPECTION BY MEN

The Captain shall make suitable arrangements for every man to see his service record:

(*a*) after each annual assessment of character and efficiency; and

(*b*) at any time on request.

(C)

(26.07: NOT ALLOCATED)

Section 2—Personal Assessments

26.08—PERSONAL REPORTS AND ASSESSMENTS

Routine and special personal reports and assessments shall be prepared and submitted at the times and in the manner prescribed by the Chief of the Naval Staff.

(*See articles 71.1401—"Half-yearly Return of Assessments of Suitability for Promotion" and 71.2610—"Reports on Officers."*)

(C)

(26.09 RESERVED: ARMY AND AIR FORCE)

(26.10: NOT ALLOCATED)

26.11—GENERAL INSTRUCTIONS FOR CHARACTER ASSESSMENT

(1) Character assessments are governed by the rule that punishments affect character for the year in which sentence is awarded.

(2) *Assessment Below Maximum Permissible.* If the Captain decides to assess a man's character below the maximum permissible, (e.g. by awarding "Good" where "VG" or "VG*" is permissible, or "Fair" where "Good" is permissible) he shall underline the assessment in order to indicate that it has been made advisedly.

26.11—GENERAL INSTRUCTIONS FOR CHARACTER ASSESSMENT—cont'd.

(3) *Men Who Have Recently Joined a Ship or Establishment.* When assessing the character of a man who has joined the ship or fleet establishment since the last annual assessment, the Captain shall consider the previous notations of character shown on the man's conduct sheet for the period under review.

(4) *Men Absent from Ship or Establishment on 31st December.* The character of a man who, on the 31st December, is:

(*a*) undergoing detention or imprisonment; or

(*b*) held or imprisoned by the civil power; or

(*c*) in hospital; or

(*d*) on passage; or

(*e*) absent from his ship or fleet establishment for any other reason,

shall be assessed to that date in the usual manner by the Captain of the ship or fleet establishment that the man is joining or returning to, the Captain being guided in his assessment if necessary by the notations of character entered on the man's conduct sheet.

(5) *Assessment on Release from the Navy.* When a man is drafted to another ship or fleet establishment for release from the navy, the Captain of that ship or fleet establishment shall assess his character to the date of release from the notations of character entered on his conduct sheet.

(C)

26.113—RULES FOR CHARACTER ASSESSMENT

(1) The Captain, after consultation with the Executive Officer and the Divisional Officers concerned, shall assess and record on their service certificates at the times and in the manner prescribed in article 26.117, the character of the men borne on the ship's books.

(2) *Terms.* Character shall be recorded under the following headings:

(*a*) Very Good—to be written VG.;

(*b*) Good—to be written Good;

(*c*) Fair—to be written Fair;

(*d*) Indifferent—to be written Indifferent;

(*e*) Bad—to be written Bad.

(3) *Rules.* The Captain shall exercise his own discretion in assessing character, within the following limits:

(*a*) *"Good".* Except as prescribed in paragraph (4), a character assessment higher than "Good" shall not be given when a man, during the period for which the assessment is made, has been

(i) reduced in rank, or

(ii) deprived of one or more good conduct badges, or has forfeited the Long Service and Good Conduct Medal, or

26.113—RULES FOR CHARACTER ASSESSMENT—cont'd.

(iii) sentenced to detention or imprisonment for a period or periods not exceeding a total of twenty-one days, or

(iv) released from the navy "services no longer required";

(*b*) *"Fair"*. A character assessment higher than "Fair" shall not be given when a man, during the period for which the assessment is made, has been sentenced to detention or imprisonment for a period or periods totalling from twenty-two to sixty days inclusive:

(*c*) *"Indifferent"*. A character assessment higher than "Indifferent" shall not be given when a man, during the period for which the assessment is made, has been sentenced to detention or imprisonment for a period or periods totalling sixty-one days or more;

(*d*) *"Bad"*. A character assessment of "Bad" shall be given only after the most careful consideration on the occasion of a man's release from the navy, and then only in cases where, in the opinion of the Captain, the man's behaviour has been of such serious or reprehensible nature to warrant this extreme assessment.

(4) *"VG*"*. Subject to (5) of this article, when an assessment of "VG" has been precluded by one of the following punishments, the Captain may assess a man's character as "VG*" once during the man's career:

(*a*) during the first three years of a man's service, detention for a period not exceeding five days; or

(*b*) at any time during a man's service, deprivation of one good conduct badge.

(5) Before the Captain may make an assessment of "VG*" under (4) of this article he must:

(*a*) be satisfied that the man's character during the year for which the assessment is made, was, apart from the offence in question, such as to entitle him to the assessment "VG";

(*b*) ascertain that the man has not at any time during his service received a character assessment below "VG"; and

(*c*) ascertain that the man has not, at any time, had a lower assessment specially altered to "VG" by the Chief of the Naval Staff. Where an alteration of assessment has automatically followed the cancellation of a punishment, a decision shall be obtained from Naval Headquarters as to eligibility for assessment as "VG*".

(6) "VG*" is equivalent to "VG" for all purposes which entail consideration of character, the asterisk ("star") being placed against the assessment to ensure that the privilege allowed is not granted more than once to any man during his service.

(C)

26.115—EFFECT ON CHARACTER BY ALTERATION OF SENTENCE

(1) This article prescribes the rules governing assessment of character when a sentence has been annulled, mitigated, suspended or remitted.

(2) *Annulment.* When all the punishments comprised in a sentence have been annulled, assessment is not affected by the sentence.

26.115—EFFECT ON CHARACTER BY ALTERATION OF SENTENCE—cont'd.

(3) *Mitigation.* When a punishment has been mitigated, assessment is made on the mitigated punishment.

(4) *Suspension.* When a sentence has been suspended, either before or after committal, the character assessment affected is always the assessment for the year in which sentence is originally awarded and not for the year sentence is actually enforced.

(5) When a sentence has been suspended, unless it has been directed by the officer authorizing the suspension that effect of the sentence on character shall be enforced, only the portion of the sentence that has actually been enforced up to the time of assessment, including any consequential penalties enforced shall be taken into consideration when assessing character on the next occasion of assessment after sentence.

(6) When a sentence has been suspended and the sentence or a portion of it has been enforced subsequent to assessment, the character previously assessed on the service certificate shall be altered to that appropriate to the full sentence, the alteration being reported to Naval Headquarters and the Officer-in-Charge, R.C.N. Depot on the alteration sheet (Form CNS 249a).

(7) When, as a result of the award of a further sentence of imprisonment or detention, the whole or portion of a suspended sentence is enforced in the year following the date of sentence, only the later sentence shall be considered when assessing character for that year, irrespective of whether the sentences run consecutively or concurrently. The effect of enforcement of the suspended sentence on character is reflected in the alteration of the previous assessment as prescribed in (6) of this article.

(8) On final remission of a suspended sentence where no portion of the sentence or penalties has been enforced, nor direction regarding character issued, character assessment is not affected by the sentence or penalties either in the year of sentence or of remission.

(9) *Remission.* Any remission of an enforced sentence which has been:

(*a*) earned by an offender for good conduct while in confinement; or

(*b*) granted under article 114.27 (Mitigation, Commutation and Remission of Punishment);

has no effect on assessment, which shall be made on the sentence as awarded.

(C)

26.117—OCCASIONS WHEN CHARACTER IS ASSESSED

(1) *Occasions of Assessment.* The Captain shall assess and record the character of men in accordance with the rules prescribed in article 26.113 (Rules For Character Assessment) on the following occasions:

(*a*) on the 31st December in each year, with the exception of a man who is marked "Run" or awaiting trial for desertion· (See article 26.119)

(*b*) on a man's death or release from the navy;

(*c*) on a man's release to pension;

26.117—OCCASIONS WHEN CHARACTER IS ASSESSED—cont'd.

(*d*) on recovery of a man marked "Run"; (In this case, follow the rules prescribed in paragraphs (2) and (4) of article 26.119)

(*e*) on final release of a man marked "Run" from ship's books as unrecovered. (In this case, follow the rules prescribed in paragraph (1) of article 26.119)

(2) *Recorded in Captain's Handwriting.* The Captain shall record all assessments of character in his own handwriting on the service certificate of the man concerned.

(3) *Men Released Direct from Prison.* The character of a man who has been sentenced to imprisonment, to be followed by release direct from prison to civil life, shall be assessed up to and including the date of release from the navy.

(4) *Men Re-enrolled.* The character of a man who has left the navy and re-enrolled in the same year shall be assessed for the whole year on the 31st December, the intermediate character recorded on the service certificate on release being ruled through.

(C)

26.119—OCCASIONS WHEN CHARACTER OF A DESERTER OR MAN MARKED "RUN" IS ASSESSED

(1) *When Marked "Run".* The character of a man who has been marked "Run" shall be assessed up to and including the day his absence commenced. It shall be recorded on his conduct sheet at the time he is marked "Run", but shall not be assessed or recorded on his service certificate until:

(*a*) not having been recovered, he has been released from ship's books; or

(*b*) after having been recovered, occurrence of the appropriate occasion prescribed in (2) or (4) of this article.

(2) *When Convicted of Desertion.* When convicted of desertion following his recoverey, a man's character shall be transcribed from his conduct sheet or assessed after the award of punishment, in the following manner:

(*a*) if he was recovered and convicted in the year of desertion

(i) prior to being released from ship's books, character shall not be transcribed from the conduct sheet, but shall be assessed for the complete year on 31st December,

(ii) after being released from ship's books, the character assessed to date of desertion and transcribed from the conduct sheet to the service certificate shall be ruled through and replaced by a fresh assessment covering the complete year on 31st December;

(*b*) if he was recovered in the year of desertion, was awaiting trial on 31st December, and convicted in the year following

(i) prior to being released from ship's books, character assessed to date of desertion shall be transcribed from the conduct sheet to the service certificate,

(ii) after being released from ship's books, character assessed to date of desertion and transcribed from the conduct sheet to the service certificate remains unaltered;

26.119—OCCASIONS WHEN CHARACTER OF A DESERTER OR MAN MARKED "RUN" IS ASSESSED—(Cont'd)

(*c*) if he was recovered and convicted in the year following desertion

(i) prior to release from ship's books, character assessed to date of desertion shall be transcribed from the conduct sheet to the service certificate,

(ii) after release from ship's books, character assessed to date of desertion and transcribed from the conduct sheet to the service certificate remains unaltered;

(*d*) if he was recovered and punished in any year after the year following desertion, character assessed to date of desertion and transcribed from the conduct sheet to the service certificate at the time he was released from ship's books remains unaltered.

(3) The character assessment which is affected by the offence of and punishment for desertion is always the assessment for the year in which the punishment is awarded.

(4) *When Acquitted of Desertion.* When acquitted of desertion following his recovery, a man's character assessment shall be dealt with in the following manner:

(*a*) if he was recovered and acquitted in the year his absence commenced

(i) prior to being released from ship's books, character shall be assessed for the complete year on 31st December,

(ii) after being released from ship's books, character assessed to the date the man's absence commenced and transcribed from the conduct sheet to the service certificate shall be ruled through and replaced by a fresh assessment covering the complete year on 31st December;

(*b*) if he was recovered and acquitted in any year after the year following that in which his absence commenced, character assessed to the date the man's absence commenced and transcribed from the conduct sheet to the service certificate shall be ruled through and replaced by a fresh assessment to 31st December of the year in which his absence commenced, and assessments for the ensuing year or years of absence made in the usual manner.

(C)

26.12—RULES AND GENERAL INSTRUCTIONS—"EXEMPLARY" CONDUCT

(1) *Definition:*

(*a*) "Exemplary" conduct is a high and exacting standard of conduct required for purposes of promotion, re-promotion after reduction or reversion in rank and the award and restoration of good conduct badges, and is continuous from the date of a man's enrolment or re-enrolment in the navy until such time as it is broken for any of the reasons prescribed in (2) of this article.

(*b*) "Exemplary" conduct has no relation to character as assessed and recorded on the service certificate under the rules prescribed in article 26.113 (Rules for Character Assessment) except that any period for which "Indifferent" is the highest character assessment permissible shall not count as "exemplary" conduct for good conduct badge purposes.

(2) *Breaking of Continuity.* The continuity of "exemplary" conduct is broken by and on the date of:

26.12—RULES AND GENERAL INSTRUCTIONS—"EXEMPLARY" CONDUCT —(Cont'd)

(*a*) punishment by warrant; or

(*b*) sentence by court-martial, which, if awarded summarily, would require a punishment warrant; or

(*c*) a sentence of detention awarded summarily, or of imprisonment or detention awarded by court-martial and remitted under article 114.27 (Mitigation, Commutation and Remission of Punishments) or suspended under article 114.35 (Authority to Suspend); or *(1 Nov 54)*

(*d*) the commencement of the probationary period when the Captain has decided under article 18.43 (Postponement of Award) that a man's conduct during the period of probation imposed on postponement of the award or restoration of a good conduct badge was not such as finally to qualify him for the award or restoration; or

(*e*) the Captain's decision to regard any reprehensible conduct that has not been the subject of disciplinary action (e.g. repeated infection with venereal disease) as breaking the continuity of the man's "exemplary" conduct; or

(*f*) the assessment of character below "Very Good", when made advisedly; or

(*g*) conviction by civil power when the Captain has imposed the breaking of continuity of exemplary conduct under article 19.625 (Naval Penalties Consequent Upon Conviction by Civil Power). *(24 Mar 54)*

(3) *Recommencement.* The new date of commencement of "exemplary" conduct when the continuity is broken under (2) of this article is:

(*a*) in the case of punishment by warrant, where the punishment consists of

(i) detention, the day following the date of release from confinement,

(ii) reduction in rank or deprivation of good conduct badges, the date on which the punishment warrant is read;

(*b*) in the case of sentence by court-martial, where the punishment consists of

(i) imprisonment or detention, the day following the date of release from confinement,

(ii) any punishment other than imprisonment or detention, the date of pronouncement of sentence;

(NOTE.—When any punishment results in the assessment of character as "Indifferent" on 31 December:

(*a*) if the punishment is completed on or before 31 December, "exemplary" conduct for badge purposes shall commence on the 1st January immediately following, under para (1)(*b*) of this article;

(*b*) if the punishment is completed on or before 31 December, "exemplary" conduct for promotion purposes shall commence as prescribed in (3)(*a*) and (*b*) of this article; and

(*c*) if the punishment extends into the following year, "exemplary" conduct for all purposes shall commence as prescribed in (3)(*a*) and (*b*) of this article.)

(*c*) in the case of a remitted or suspended sentence, the date of pronouncement of sentence; *(1 Nov 54)*

(*d*) in the case of any reprehensible conduct that has not been the subject of disciplinary action, the date of the Captain's decision;

(*e*) in the case of character assessed advisedly below "Very Good", the day immediately following the date of assessment.

(4) *Two or More Punishments Awarded Together.* When two or more punishments are

26.12—RULES AND GENERAL INSTRUCTIONS—"EXEMPLARY" CONDUCT —(Cont'd)

awarded at the same time, the date of commencement of "exemplary" conduct is the later of the dates applicable under (3) of this article to the punishment if awarded separately.

(5) *"VG*" Does Not Affect Break in Continuity.* The assessment of character as "VG*" under article 26.113 (Rules for Character Assessment) on the next occasion of assessment after a punishment has been awarded does not affect or alter the break in "exemplary" conduct caused by the punishment.

(6) *"Exemplary" Conduct of Men Re-enrolled.*

(*a*) When a man who re-enrolls in the navy has former service which is allowed to count for purposes of promotion and award of good conduct badges, the date of commencement of his "exemplary" conduct shall be the date on which it commenced during his former service, as adjusted by the deduction of the period he has been out of the navy.

(*1 May 53*)

(*b*) If the man has no former service to count, his "exemplary" conduct commences on the date of his enrolment.

(C)

(26.13 TO 26.15 INCLUSIVE: NOT ALLOCATED)

Section 3—Certificates

26.16—SIGNATURE ON COMMISSION

Section fifty-one of *The National Defence Act* provides:

"51. (1) The Governor General may cause his signature to be affixed to a commission granted to an officer of the Canadian Forces by stamping the signature on the commission with a stamp approved by him and used for the purpose by his authority.

(2) A signature affixed in accordance with subsection (1) is as valid and effectual as if it were in the handwriting of the Governor General, and neither its authenticity nor the authority of the person by whom it was affixed shall be called in question except on behalf of Her Majesty."

(C)

26.17—COMMISSION SCRIPT

The name of a person shall be submitted to the Governor General with a request for the issuance of a commission script when the person is:

(*a*) enrolled in, or promoted to, the rank of

26.17—COMMISSION SCRIPT—(Cont'd)

(i) commissioned officer (branch), or sub-lieutenant or higher rank if enrolled in higher rank,

(ii) rear-admiral,

(iii) vice-admiral;

(*b*) appointed Chief of the Naval Staff; or

(*c*) subject to (*a*) of this article transferred from one component to another component of the navy.

(C)

(26.18:RESERVED—ARMY AND AIR FORCE)

26.19—CERTIFICATE OF SERVICE

A certificate of service shall be issued to an officer or man in the circumstances and in the form prescribed by the Chief of the Naval Staff.

(*See articles 71.2620—"Officer's Certificates—General Instructions", and 71.2621—"Royal Navy Personnel—Reports to Admiralty".*)

(C)

26.20—CERTIFICATES OF DEATH OR PRESUMPTION OF DEATH

(1) When an officer or man dies, the issuance of a death certificate by civil authorities is governed by the civil law.

(2) A certificate of death may be issued by naval authorities when an officer or man:

(*a*) dies and no death certificate is issued by civil authorities; or

(*b*) is killed in action; or

(*c*) is missing;

if in the opinion of the Chief of the Naval Staff, or any other officer designated by the Minister, there is conclusive proof that the officer or man is dead. (*See articles 21.41—"Convening of a Board on a Missing officer or Man", and 21.90 —"Investigation of an Officer or Man Missing Due to Enemy Action".*) AL25

(3) When no conclusive proof that a missing officer or man is dead has been produced at the end of six months, the Chief of the Naval Staff, or any other officer designated by the Minister, shall make further inquiries of:

(*a*) the next of kin;

(*b*) the ship or establishment of the missing officer or man; and

(*c*) any other likely source.

26.20—CERTIFICATES OF DEATH OR PRESUMPTION OF DEATH—(Cont'd)

(4) A certificate of presumption of death may be issued by naval authorities when:

(*a*) inquiries made under (3) of this article fail to produce information indicating that the missing officer or man may still be alive; and

(*b*) in the opinion of the Chief of the Naval Staff, or any other officer designated by the Minister, the circumstances surrounding the disappearance of the missing officer or man raise beyond reasonable doubt the presumption that he is dead.

(5) In a certificate of presumption of death the issuing authority shall:

(*a*) declare that the missing officer or man is deemed to be dead; and

(*b*) state the date on which his death is presumed to have occurred.

(M)

26.21—SIGNING OF CERTIFICATES OF DEATH AND PRESUMPTION OF DEATH

(1) All certificates of death and presumption of death issued under article 26.20 shall be signed personally by the Chief of the Naval Staff or any other officer designated by the Minister for that purpose.

(2) When a certificate of presumption of death has been issued in respect of a missing officer or man, stating the date on which his death is presumed to have occurred, section forty-one of *The National Defence Act* provides in part:

> "41.....such officer or man shall thenceforth, for the purposes of this Act and the regulations and in relation to his status and service in the Canadian Forces, be deemed to have died on that date."

(M)

26.22—SPECIALIST OFFICERS' CERTIFICATES

(1) An officer who qualifies in a long specialist course in Canada shall be issued with a certificate of qualification (Form C.N.S. 2338) by the naval establishment in which he qualifies.

(2) A record of all certificates issued shall be kept by the issuing naval establishment, the certificates being numbered consecutively from the date of commissioning.

(C)

(26.23 TO 26.30 INCLUSIVE: NOT ALLOCATED)

Section 4—Change of Name

26.31—CHANGE FROM AN ASSUMED NAME

(1) If an officer or man who has enrolled under an assumed name desires that his true name be added to his personal records and documents, he shall make a declaration in the following form:

26.31—CHANGE FROM AN ASSUMED NAME—(Cont'd)

"I,.....(rank).....(full name).....

(official number), do hereby declare that I was enrolled in the Royal Canadian Navy on.....under the name of....., which name I now declare to be incorrect. The name of..... appearing on the accompanying certificate of birth I now declare to be my true name.

Signed this.....day of.....19.....

....

(Signature of Witness) (Signature of person making declaration)

(2) A declaration under (1) of this article shall be witnessed by a commissioned officer who shall explain to the person making the declaration the offence of making a false declaration. (*See article 103.57—"Offences in Relation to Documents."*)

(3) When a declaration has been made under (1) of this article, the officer or man concerned shall submit it together with his birth certificate to the Captain, who shall initiate action to have the service documents altered.

(C) (31 Jan 52)

26.32—CHANGE OF TRUE NAME THROUGH LEGAL PROCESS

(1) If an officer or man desires to change his true name for all purposes he shall do so at his own expense in accordance with the civil law applicable.

(2) When proof of the change of name is available, it shall be submitted to the Captain who shall initiate action to have the service documents altered.

(C) (31 Jan 52)

(26.325 AND 26.33: RESERVED—ARMY AND AIR FORCE)

(26.34 TO 26.40 INCLUSIVE: NOT ALLOCATED)

Section 5 — Conduct Sheets

26.41—CONDUCT SHEETS—GENERALLY

(1) A conduct sheet (Form C.N.S, 239a) shall be prepared for a man at the time his service record is commenced.

(2) Conduct sheets shall be maintained and disposed of as prescribed by the Chief of the Naval Staff.

(C)

(26.42 TO 26.46 INCLUSIVE: RESERVED—ARMY AND AIR FORCE)

(26.47 TO 26.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 27

MESSING, CABINS AND CANTEENS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

(27.01 TO 27.50 INCLUSIVE: RESERVED—ARMY AND AIR FORCE)

Section 1—Messing-Officers

27.51—DESIGNATION OF MESSES

(1) Officers' messes shall be designated as the:

(*a*) wardroom mess; and

(*b*) gunroom mess.

(2) With the exception of Flag Captains, Captains shall keep a separate table.

(C)

27.52—WARDROOM MESSES

(1) Officers of the ranks named in this paragraph shall be designated as wardroom officers and shall mess in the wardroom:

(*a*) commanders, lieutenant-commanders and lieutenants of the executive branch

(i) when not in command, or

(ii) when in command of a ship in which space and furniture do not permit a separate mess for the Captain;

(*b*) captains, commanders, lieutenant-commanders and lieutenants not of the executive branch;

(*c*) chaplains;

(*d*) commissioned officers (branch);

(*e*) nursing officers; and

(f) officers of the Royal Canadian Dental Corps.

(2) A mess committee may with the consent of a general mess meeting and the approval of the Captain, invite:

(*a*) officers of the Canadian Forces;

(*b*) officers of foreign forces when serving with the Royal Canadian Navy; and

(*c*) civilians;

to become honorary members of a wardroom mess for a term prescribed by the Captain.

(15 Mar 52)

27.52—WARDROOM MESSES—(Cont'd)

(3) Honorary members described in (2) (a) and (b) of this article may be charged a mess subscription but not a mess entrance fee. *(15 Mar 52)*

(4) Honorary members described in (2) (c) of this article may be charged both a mess entrance fee and a mess subscription which shall not be refundable. *(15 Mar 52)*

(5) Honorary members described in (2) of this article shall not have a vote. *(15 Mar 52)*

(C)

27.53—GUNROOM MESS

(1) Officers of all branches, other than nursing officers, of the rank of sub-lieutenant and below shall be designated as gunroom officers and shall mess in the gunroom.

(2) When a gunroom mess is not maintained, gunroom officers shall be messed in the wardroom.

(C)

27.54—OFFICERS JOINING PROPER MESS

(1) All officers appointed to a ship or fleet establishment shall:

(*a*) join the mess in which they belong under article 27.52 and 27.53; and

(*b*) except when in receipt of subsistence allowance or when prevented from doing so by illness, take their meals at the public table. *(27 Jul 53)*

(2) All other officers who are supernumerary or temporarily appointed to a ship or fleet establishment shall not be subject to payment of mess entrance fee but shall be charged mess subscription at a rate no greater than that paid by other full members of the mess.

(C)

27.55—PRESIDENT OF THE MESS AND MESS COMMITTEE

(1) The Executive Officer shall be president of both the mess and mess committee.

(2) The mess committee shall be comprised of officers elected by the mess members.

(C)

27.56—MESS ADMINISTRATION

(1) The internal economy of the mess shall be conducted by the mess committee.

(2) Mess rules shall be established for the operation of messes and shall be submitted to the Captain for approval.

27.56—MESS ADMINISTRATION—(Cont'd)

(3) A record of the minutes of all mess and mess committee meetings shall be kept. The decisions contained in the minutes shall not be considered to be final until approved by the Captain.

(C)

27.57—MESS ENTRANCE FEE

Except as prescribed in article 27.52 (Wardroom Messes), an officer upon joining a mess, may be charged a mess entrance fee not exceeding twenty dollars. This fee shall be returned to the officer concerned when he is appointed from the ship or naval establishment.

(C)

27.58—MESS SUBSCRIPTION

(1) A monthly mess subscription may be charged to all members, and honorary members who avail themselves of the facilities of an officers' mess to defray operational costs.

(2) The subscription charged shall be limited to current expense requirements and, shall not exceed one-thirtieth of the monthly rates of pay of rank as prescribed in article 204.21 (Rates of Pay—Officers).

(C)

27.59—RESPONSIBILITY OF SUPPLY OFFICER WHEN OFFICERS VICTUALLED UNDER GENERAL MESS SYSTEM

When officers are victualled under the general mess system, the supply officer's responsibility shall not extend beyond providing the same bill of fare as received by the ship's company, with a higher standard of serving.

(C) (1 Sept 54)

(27.60 TO 27.64 INCLUSIVE: NOT ALLOCATED)

Section 2—Messing—Men

27.65—MESSING IN SHIPS

(1) (*a*) When practicable, chief petty officers and petty officers shall be provided with messing, cafeteria and recreation spaces separate from the spaces provided to other men for these purposes.

(*b*) In addition, where practical, separate spaces shall be provided for groups consisting of

(i) the senior chief petty officer of each department,

(ii) other chief petty officers, and

(iii) petty officers.

(2) In a chief petty officers' or petty officers' mess, the senior man of the executive branch or, if none is accommodated, the senior man shall be president of the mess.

(3) When practical, in ships where men of the regulating branch are borne, separate messing shall be provided for:

(*a*) the Master-at-Arms; and

(*b*) other men of the regulating branch.

(C) (16 Mar 55)

27.66—MESSING IN NAVAL ESTABLISHMENTS

(1) (*a*) When practicable, chief petty officers and petty officers shall be provided with messing, cafeteria and recreation spaces separate from the spaces provided to other men for these purposes.

(*b*) In addition, where practical, separate spaces shall be provided for

(i) chief petty officers, and

(ii) petty officers.

(2) The presidents of chief petty officers' and petty officers' messes shall be appointed by the Captain.

(3) When practical, in establishments where men of the regulating branch are borne, separate messing shall be provided for:

(*a*) the Master-at-Arms; and

(*b*) other men of the regulating branch.

(C) (16 Mar 55)

27.67—COOKS OF MESSES

(1) Men shall be detailed as messmen to all messes allocated to men of the rank of chief petty officer or petty officer, first class.

(2) Messmen shall be either able seamen or ordinary seamen.

(C)

27.68—CONDUCT OF CHIEF AND PETTY OFFICERS' MESSES IN NAVAL ESTABLISHMENTS

(1) Each chief petty officers' and petty officers' mess shall be regulated by a committee of three members and a secretary-treasurer, who shall be elected by the mess members.

(2) Except as provided in (3) of this article, the senior chief petty officer or petty officer shall be the president of the committee.

(3) In a mess in a naval division:

(*a*) when the Captain considers it not feasible or not desirable that the senior chief petty officer or petty officer act as president, he may appoint another senior chief petty officer or petty officer to be president; and

(*b*) at the discretion of the Captain, when the president is a member of the Reserves, the vice-president may be a member of the Regular Force, and vice versa.

(4) Mess rules shall be established for the operation of messes and shall be submitted to the Captain for approval.

(5) A record of the minutes of all mess and mess committee meetings shall be kept. The minutes shall be submitted through the Executive Officer to the Captain for approval.

(6) All transactions shall be on a cash basis.

(C) (29 Apr 52)

(27.69 TO 27.73 INCLUSIVE: NOT ALLOCATED)

Section 3—Mess Administration

27.74—MESS FUNDS

(1) The mess fund shall include the funds for:

(*a*) wine, beer and spirits;

(*b*) tobacco; and

(*c*) other subsidiary funds which may be conducted by the mess.

(2) Profits shall not be allowed to accumulate in the mess fund, but shall be used for the general good of the mess. Shares of profits shall not be made to individuals under any circumstances.

(C)

27.75—AUDITS OF MESS FUND ACCOUNTS

(1) (*a*) The Captain shall, on the occasions prescribed in (2) of this article, appoint at least two officers or men to audit the accounts of each mess.

(*b*) In ships and naval establishments having a complement of two officers or less, the Senior Officer in Command shall appoint additional officers or men to meet the requirements of (*a*) of this paragraph.

(*c*) No person shall audit accounts that are kept by him.

(2) Mess accounts shall be audited as prescribed in the Supply and Accounting Manual (BRCN 601) on the following occasions:

(*a*) quarterly on 28 February, 31 May, 31 August, and 30 November in ships and naval establishments; and

(*b*) whenever a change in the mess treasurer or wine caterer occurs.

(3) A copy of each audited statement shall be:

(*a*) posted in the mess; and

(*b*) forwarded to the Senior Officer in Command.

(M)

27.76—SETTLEMENT OF DEBTS

(1) All mess bills shall be settled in full by the fifteenth day of the following month.

(2) It shall be understood that the navy will not, whatever the circumstances, be responsible for or contribute to the satisfaction of any claim which may be made against messes for losses which may occur. Officers' messes should, therefore, for the protection of their own interests, make their own arrangements with tradesmen.

(*See article 27.765*)

(C) (31 Aug 56)

27.765—ADMINISTRATIVE DEDUCTIONS—OVERDUE NON-PUBLIC FUND ACCOUNTS

When a non-public fund account owed by an officer or man is overdue, the Captain may order that the officer or man concerned shall be subject to an administrative deduction in an amount sufficient to pay the account in full. (*See article 208.41—"Liquidation of Deductions".*)

(M) (16 Oct 52)

27.77—WINE STOCKS

(1) Gunroom messes shall obtain all stocks of wine, spirits and beer through the wardroom mess. Before any of these articles are obtained, a list of the supplies required shall be approved by the Captain. (*22 Oct 56*)

(2) Chief petty officers' and petty officers' messes in which the sale of wines, spirits and beer has been authorized by the Captain may receive bulk supplies.

(C)

27.78—SALE OF WINE STOCKS

(1) Except with the express permission of the Captain, wines, spirits or beer shall not be sold, exchanged or given away, other than to guests in the mess, to any individual in the ship who does not belong to the mess for which the supplies have been obtained.

(2) Wines or spirits shall not be sold by the bottle to any person.

(3) Subject to (4) and (5) of this article, the Captain may authorize the sale of wine, spirits and beer in chief petty officers' and petty officers' messes on shore.

(4) Subject to (6) of this article, the sale of wines and spirits in a mess on shore shall be permitted only when and to the extent such sales are permitted by the laws in force in the area in which the mess is located.

(5) Sale of wines, spirits or beer on credit is not permitted in chief petty officers' and petty officers' messes.

(6) An officer or man below the age of twenty shall not consume any spirits.

(7) All wines, spirits and beer served in the mess shall be consumed in the mess.

(C)

27.79—WINE BILLS

(1) The Captain and presidents of the respective messes shall ensure that the consumption of liquor by members is kept within reasonable limits.

27.79—WINE BILLS—(Cont'd)

(2) The Captain shall limit or stop the sale of wines, spirits or beer to any person whose purchases he may consider excessive or extravagant.

(3) In the event of irregularities, the Captain may impose limits on individual members.

(4) When the Captain considers it desirable he may limit messes generally to a limit in terms of costs or amounts consumed.

(C)

27.80—DAY BOOK

A Day Book (Form CNS 252) shall be kept in an officers' mess which enjoys duty-free privileges.

(C) (22 Oct 56)

27.81—GANGWAY WINE BOOK

(1) All-duty free wine, spirits, beer and tobacco, of any description or for any mess or person shall be entered in the Gangway Wine Book (Form C.N.S. 251) when received on board and also if disembarked. *(30 Apr 56)*

(2) The Gangway Wine Book shall be produced for inspection by customs officers at their request.

(See article 45.47—"Inspection of Ship's Books by Captain".)

(C)

Section 4—Cabins

27.82—PROPER CABINS IN CRUISERS AND LARGER SHIPS

(1) (*a*) Special cabins known as named cabins shall be provided in cruisers and larger ships.

(*b*) Named cabins shall be provided for heads of departments of commander's rank, complemented as such.

(*c*) In aircraft carriers named cabins shall be provided for Group and Squadron Commanders.

(2) Subject to (3) of this article, the Captain may, if an officer serving as head of a department is below the rank of commander, revert the officer's cabin to a numbered one.

(3) The Supply Officer shall have a named cabin whatever his rank, so that a permanent cabin safe can be provided.

(4) Named cabins shall be provided in ships fitted as flagships for:

(*a*) the Admiral's personal staff; and

(*b*) staff officers of commander's rank or above.

(5) Position of named cabins will be settled at Naval Headquarters and shown on the ship's drawings.

(6) All cabins other than those described in (1) of this article shall be numbered in accordance with the direction given in the drawings of the ship. Cabin numbers shall not be removed.

27.82—PROPER CABINS IN CRUISERS AND LARGER SHIPS—(Cont'd)

(7) When a ship is commissioned, the Captain is responsible for the allocation of numbered cabins. He should give due consideration to:

(*a*) the requirements of certain officers, such as the Senior Engineer, in order that their cabins will be located in the most appropriate parts of the ship to facilitate their duties;

(*b*) the seniority, duties and duration of appointment of the various officers, and the desirability of some dispersal of officers to reduce the effect of war or other damage; and

(*c*) the provision of single cabins, if these are available, for

(i) officers regularly employed on watchkeeping duties both at sea and in harbour,

(ii) chaplains, and

(iii) lieutenants and below who are more than 40 years of age, in precedence over other officers of the same rank, except those mentioned in (i) and (ii) of this subparagraph.

(8) Officers allowed by complement (including staff officers, squadron officers and permanent supernumeraries) normally take precedence in cabin accommodation over officers of whatever rank appointed supernumerary, additional or for passage. The Captain may, however, make an exception in cases where officers are appointed additional to perform some special and important duty.

(9) An officer who occupies a cabin to which he is not normally entitled shall do so on the clear understanding that if he is required to vacate it, he must take such other cabin as may then be vacant, in order to cause the minimum of inconvenience to other officers.

(C) (22 Jun 53)

(27.83: NOT ALLOCATED)

27.84—CABINS IN SHIPS FITTED AS FLAGSHIPS

(1) In all ships fitted as flagships whether flying a flag or not, the cabins intended for the Flag Officer and his staff shall be supplied with furniture.

(2) When a Flag Officer is not borne:

(*a*) the Captain may occupy the Admiral's accommodation;

(*b*) the Executive Officer may occupy, with the exception of the watch cabin, the Flag Captain's cabins; and

(*c*) officers to whom other special cabins are appropriated or officers who are entitled to numbered cabins may occupy the cabins of the Staff Officer, Secretary and Flag Lieutenant at the Captain's discretion, the choice being given strictly according to seniority.

(3) Tallies on cabins shall not be altered, and in the event of a Flag Officer's embarking with his staff, all the cabins allocated for their use shall be vacated.

(C)

27.85—PROPER CABINS IN DESTROYERS AND SMALLER SHIPS

In destroyers and smaller ships, named cabins shall be provided for the:

(*a*) Captain;
(*b*) Executive Officer;
(*c*) Engineer Officer; and
(*d*) Supply Officer.

The remaining cabins shall be numbered and allocated in the manner prescribed in article 27.82 (Proper Cabins in Cruisers and Larger Ships).

(C)

Section 5 — Canteens

27.86—DRY CANTEEN

(1) Except as prescribed in (2) of this article the Captain of each ship or naval establishment, other than harbour craft and tenders which do not go to sea regularly, shall establish a dry canteen in the ship or naval establishment.

(2) When he does not consider it advisable to authorize the establishment of a dry canteen, the Captain shall report his reasons to the Senior Officer in Command,

(C)

27.87—WET CANTEEN

(1) Wet canteens shall not be established in ships.

(2) With the prior approval of the Senior Officer in Command, a wet canteen may be opened in a naval establishment, in which case it shall be operated as a subsidiary of the dry canteen.

(C)

27.88—RESPONSIBILITY FOR OPERATION OF CANTEENS

(1) The Captain shall be responsible for the organization, operation and administration of the canteen.

(2) The Supply Officer shall be responsible under the Captain for the actual operation of the canteen in accordance with the instructions prescribed in the Supply and Accounting Manual (B.R.C.N. 601).

(3) The navy does not accept financial responsibility for canteens. The Captain shall ensure that this is understood by firms with whom the canteen conducts business.

(C)

27.89—OPERATION OF CANTEENS

(1) The canteen shall operate as a trading concern only, but in this respect, may operate coffee bars or soda fountains.

(2) Items of materiel required in the operation of the canteen shall be:

(*a*) purchased out of the Canteen Fund;

(*b*) accounted for as assets of the Canteen Fund.

(*See article 27.98—"Disbursements of Ship's Fund".*)

(C)

27.90—THE CANTEEN CAPITAL

(1) The canteen capital shall consist of the cash, stock and other assets of the canteen, less:

(*a*) any amount owing to the Crown as a result of an advance under article 210.38 (Recoverable Advances to Officers' Messes, Chief and Petty Officers' Messes and Men's Canteens); and

(*b*) amounts owing to other creditors.

(2) The canteen working capital shall not be allowed to increase beyond the amount necessary for the efficient operation of the canteen. In this regard:

(*a*) the balance of cash on hand and on deposit shall not exceed an amount equal to three months' sales; and

(*b*) no investments shall be made or held as part of the canteen capital.

(3) (*a*) After a canteen has been operating for one year, the Supply Officer shall determine from the year's operations the amount of working capital necessary to operate the canteen under normal conditions.

(*b*) Subject to (*c*) of this paragraph, the amount of working capital determined shall not be allowed to increase, and all subsequent net profits shall be transferred to the Ship's Fund.

(*c*) In exceptional circumstances, with the approval of the Captain an increase in working capital shall be made

(i) by a cash transfer from the Ship's Fund, or

(ii) by retaining profits in the canteen instead of transferring them to the Ship's Fund.

(C)

27.91—PURCHASES OF CANTEEN STOCK

The Supply Officer:

(*a*) of a seagoing ship shall, except when authorized by the Captain to purchase on credit in special cases, make all purchases of canteen stock on a cash basis;

(*b*) of a shore establishment may make purchases of canteen stock on a credit basis, settling accounts each month when practical.

(C)

27.92—SALES ON CREDIT

Credit sales shall only be made from the canteen:

(*a*) in exceptional circumstances; and

(*b*) with the written permission of the Captain.

(C)

27.93—CUSTOMS REGULATIONS

(1) The Department of National Revenue allows seagoing ships certain concessions in regard to acquiring canteen stores free of duty. The Captain shall:

(*a*) ensure that the customs regulations are brought to the attention of every officer and man in the ship; and

(*b*) take every precaution to prevent infractions of the customs regulations.

(2) Subject to (3) of this article and to the approval of the Captain, the officer in charge of the canteen may purchase any articles for resale in the canteen to the ship's company for their personal use or consumption.

(3) (*a*) Articles purchased outside Canada for sale in the canteen and which remain in stock on the ship's return to Canada are subject to Canadian customs and excise duties.

(*b*) When any articles on which duty would be payable in accordance with (*a*) of this paragraph are purchased outside Canada for sale in the canteen, and are not articles of food which will be consumed on board,

(i) a record of the quantities of such articles purchased shall be maintained,

(ii) the record shall be available for inspection by any customs officer who may come on board following arrival at a Canadian port,

(iii) on arrival of the ship at a Canadian port, a list of the articles remaining on board shall be made available for the Collector of Customs, and

(iv) bonded supplies shall not be landed for sale. (*1 Apr 55*)

(4) Seagoing ships may purchase cigarettes and tobacco in Canada for sale in the ship's canteen free of excise taxes.

(C)

27.94—CANTEEN STAFF

(1) The operation of canteens and canteen accounts, shall as far as possible, be undertaken by men of the stores branch.

(2) (*a*) When sufficient men of the stores branch are not available, the Captain may authorize the employment of other personnel as canteen servers as follows

(i) in seagoing ships, naval personnel who volunteer for this duty, and

(ii) in naval establishments, civilians.

(*b*) Any remuneration authorized for the servers described in (*a*) of this paragraph shall be paid from canteen funds.

(3) Naval or civilian servers shall not be employed in the canteen without the concurrence of the Supply Officer.

(C)

27.95—DISPOSITION OF CANTEEN FUNDS ON PAYING OFF

(1) When a ship or naval establishment is paid off, the stock of the canteen shall be disposed of by either:

(*a*) gift or sale to other ships or naval establishments; or

(*b*) sale to private persons or concerns.

(2) The proceeds of the sale of canteen stock shall be deposited as part of the canteen fund.

(3) When any articles of merchandise sold under (1) of this article are "duty free" or "excise free" the disposition of the articles concerned to persons not entitled to these concessions shall be made only after:

(*a*) arrangements have been completed with the Customs and Excise authorities; and

(*b*) payment of the necessary duty.

(4) When the canteen stock has been disposed of:

(*a*) the cash on hand and on deposit shall be used to pay off all outstanding debts of the canteen; and

(*b*) the balance remaining shall be turned over to the Ship's Fund.

(C)

Section 6—Ship's Fund

27.96—GENERAL

(1) Except as prescribed in (3) of this article the Captain shall arrange for the establishment of a Ship's Fund.

(2) The Ship's Fund shall be all non-public funds obtained from the transfer of canteen profits, donations or other sources of income in respect of the ship's company.

(3) If the Captain considers it inadvisable to establish a Ship's Fund he shall forward an explanation of the reason to the Senior Officer in Command.

(C)

27.97—ADMINISTRATION OF SHIP'S FUND

(1) The Ship's Fund shall be administered by the Welfare Committee.

(2) The Supply Officer, or, subject to the approval of the Captain, his representative, shall be the treasurer of the Ship's Fund, and shall:

(*a*) keep a record of the receipts and disbursements; and

(*b*) prepare and display in a conspicuous place a quarterly financial statement.

27.97—ADMINISTRATION OF SHIP'S FUND—(Cont'd)

(3) The Ship's Fund shall be audited as prescribed in the Supply and Accounting Manual (BRCN 601).

(C) (27 Jul 53)

27.98—DISBURSEMENTS OF SHIP'S FUND

(1) With the Captain's approval, the Welfare Committee may make disbursements for:

(*a*) entertainment of the ship's company;

(*b*) purchase of sports or other recreational equipment not provided by the navy or of prizes for sport events;

(*c*) assistance to libraries or other organizations within the ship;

(*d*) loans to members of the ship's company, which must be repaid within one year;

(*e*) the supply of comforts to men in hospital or to survivors; and

(*f*) other special or benevolent purposes.

(2) When the Captain refuses to approve under (1) of this article, he shall forward an explanation of the reason to the Senior Officer in Command.

(C)

27.99—DISPOSITION OF THE SHIP'S FUND

(1) A large surplus shall not be accumulated in the Ship's Fund.

(2) Subject to (3) of this article, the Welfare Committee shall, at the end of each annual period, expend any amount in excess of a sum equal to four months average net profits received from the canteen for the benefit of any charity or of any fund raised for the benefit of men, including the Royal Canadian Naval Benevolent Fund.

(3) When funds are being accumulated for a specific purpose, a notation to that effect shall be shown on the financial statement.

(4) When a ship or naval establishment pays off, or a ship is lost, the direction of the Chief of the Naval Staff shall be sought as to the disposal of any balance remaining in the Ship's Fund.

(C)

CHAPTER 28

ALLOTMENT AND OCCUPATION OF QUARTERS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—General

28.01—OBLIGATION TO LIVE ON BOARD AND IN MARRIED QUARTERS

(1) A Senior Officer in Chief Command, a naval officer in charge, a superintendent of a dockyard, a Captain of a fleet establishment, or an officer in charge of a naval radio station, shall occupy a quarter designated as an official residence, or a married quarter, if available.

(2) An officer or man shall live on board unless:

(*a*) proper accommodation is not available; or

(*b*) except for an officer mentioned in (1) of this article, the Captain has granted him permission to live ashore.

(3) The Captain may grant permission to live ashore to an officer or man:

(*a*) attached to or on temporary duty in a ship or establishment

(i) for a period not exceeding seven days, and

(ii) in exceptional circumstances for any period exceeding seven days but not exceeding thirty days;

(*b*) whose place of duty is at such distance from available accommodation that, in the opinion of the Captain, to require him to live on board would interfere with the performance of his duties;

(*c*) who is married, to enable him to live with his family; and

(*d*) in such other circumstances as the Captain considers justifiable.

(4) Any permission to live ashore granted by the Captain shall not in itself entitle an officer or man to an allowance in lieu of accommodation.

(M) (23 Sep 55)

(28.02 TO 28.05 INCLUSIVE: NOT ALLOCATED)

Section 2—Married Quarters

28.06—ENTITLEMENT TO OCCUPY MARRIED QUARTERS

(1) Except as provided in (2) of this article, an officer or man and his family shall be entitled to occupy married quarters when:

(*a*) accommodation is available;

(*b*) the officer or man is either in receipt of Marriage Allowance or would be if he were of the required age;

(*c*) no member of the family refuses immunization treatment, including vaccination and inoculation, if, in the opinion of the Senior Officer in Chief Command, non-immunization endangers the health of other personnel; and

(*d*) the officer or man and members of his family observe all regulations and orders governing the occupancy of married quarters.

(2) A Senior Officer in Chief Command, a naval officer in charge, a superintendent of a dockyard, a Captain of a fleet establishment, or an officer in charge of a naval radio station, shall be entitled to occupy married quarters regardless of his marital status.

(M) (23 Sep 55)

28.07—ACCESS TO MARRIED QUARTERS

An officer or man occupying married quarters shall allow access to his quarters to officers, men, and civilians when they are required to enter in the performance of their service or departmental duties.

(M)

28.08—ALLOTMENT OF MARRIED QUARTERS

(1) Subject to articles 28.06 (Entitlement to occupy Married Quarters) and 28.30 (Married Quarters for Civilians), married quarters shall be allotted in accordance with any orders issued by the Chief of the Naval Staff.

(2) No officer or man to whom married quarters have been allotted shall be dispossessed of them without the approval of the Senior Officer in Chief Command.

(M) (29 Jul 53)

(28.09: NOT ALLOCATED)

28.10—RETENTION OF MARRIED QUARTERS—SPECIAL RULES

(1) The family of the Senior Officer in Command or a commanding officer may continue to occupy married quarters for such reasonable period, not exceeding sixty-one days, as the Chief of the Naval Staff may determine:

28.10—RETENTION OF MARRIED QUARTERS—SPECIAL RULES—cont'd.

(*a*) in the event of the officer's appointment to a place of duty at which married quarters are not available; or

(*b*) in such other circumstances as the Chief of the Naval Staff may consider justifiable.

(2) The family of an officer or man, other than an officer described in (1) of this article, may continue to occupy married quarters for such reasonable period, not exceeding sixty-one days, as the Senior Officer in Chief Command may determine:

(*a*) in the event of the officer's or man's appointment or draft to a place of duty other than an isolated place of duty at which married quarters are not available; or

(*b*) when the officer or man is undergoing sentence involving custody for a period in excess of six months; or

(*c*) in such other circumstances as the Senior Officer in Chief Command may consider justifiable.

(3) When a Senior Officer in Command, or a commanding officer dies or is reported missing, his family may continue to occupy married quarters for such period as the Chief of the Naval Staff may determine, not exceeding sixty-one days in normal circumstances.

(4) When an officer or man, other than an officer described in (3) of this article, dies or is reported missing, his family may continue to occupy married quarters for such reasonable period, not exceeding sixty-one days, as the Senior Officer in Chief Command may determine, and in exceptional circumstances for such further period as the Chief of the Naval Staff may determine.

(5) The family of an officer or man may continue to occupy married quarters when the officer or man is:

(*a*) on leave, except rehabilitation leave; or

(*b*) in hospital; or

(*c*) detached on duty without his family; or

(*d*) appointed or drafted to an isolated place of duty where no married quarters or other suitable accommodation is available for his family; or

(*e*) appointed or drafted to a place of duty where the movement of dependents, furniture and personal effects at public expense is not permissible; or

(*f*) undergoing sentence involving custody for a period not exceeding six months.

(C)

Section 2—Married Quarters

28.11—OCCUPATION OF SINGLE QUARTERS BY PERSONNEL ELIGIBLE FOR MARRIED QUARTERS

Officers and men eligible for occupancy of married quarters may be required to occupy single quarters if:

28.11—OCCUPATION OF SINGLE QUARTERS BY PERSONNEL ELIGIBLE FOR MARRIED QUARTERS—cont'd.

(*a*) no married quarters are available; and

(*b*) the Captain considers it necessary that the officer or man live in the ship or establishment for the proper performance of his duties.

(M)

(28.12 TO 28.19 INCLUSIVE: NOT ALLOCATED)

Section 3—Single Quarters

28.20—ALLOTMENT OF SINGLE QUARTERS TO OFFICERS

Officers shall be granted the choice of vacant single quarters in order of rank and seniority.

(M)

28.21—ALLOTMENT OF SINGLE QUARTERS TO CHIEF PETTY OFFICERS AND PETTY OFFICERS

(1) Chief petty officers and petty officers who are not eligible to occupy married quarters shall be:

(*a*) allotted quarters separate from those occupied by men below the rank of petty officer second class; or

(*b*) given permission to live out of quarters if

(i) quarters separate from those occupied by men below the rank of petty officer second class are not available, and

(ii) the Captain does not consider that the exigencies of the service require them to occupy single quarters.

(2) Chief petty officers and petty officers shall be granted the choice of vacant single quarters in order of rank and seniority.

(M)

28.22—RIGHT TO RETAIN SINGLE QUARTERS

(1) An officer, chief petty officer, and petty officer may retain single quarters when he is absent from the ship or establishment on duty or leave if:

(*a*) the anticipated period of absence does not exceed sixty-one days; and

(*b*) the Captain does not consider that the exigencies of the service require the re-allotment of the quarters.

28.22—RIGHT TO RETAIN SINGLE QUARTERS—(Cont'd)

(2) An officer, chief petty officer, and petty officer to whom single quarters have been allotted shall not, without the approval of the Captain, be dispossessed by any other officer or man.

(M)

28.23—RETENTION OF UNOCCUPIED SINGLE QUARTERS

An officer shall not retain single quarters he does not occupy unless he is the Captain who, if entitled to married quarters and drawing allowances in lieu, does not as a result of such retention exclude another officer.

(M)

28.24—SINGLE QUARTERS FOR AN OFFICER OR MAN WHOSE FAMILY IS OCCUPYING MARRIED QUARTERS

Single quarters may be allotted to an officer or man whose family is occupying married quarters when, owing to the exigencies of the service, he is separated from his family.

(M)

(28.25 TO 28.29 INCLUSIVE: NOT ALLOCATED)

Section 4—Civilians

28.30—MARRIED QUARTERS FOR CIVILIANS

(1) Subject to the approval of the Senior Officer in Chief Command, when suitable civilian accommodation is not available, the Captain may allot married quarters to a civilian employee of the Government of Canada who:

(*a*) fills a position in the authorized complement; and

(*b*) is not a casual labourer.

(2) Subject to the approval of the Senior Officer in Chief Command, the Captain may allot married quarters to a civilian, other than one mentioned in (1) of this article, when:

(*a*) his duties are such that they contribute to the efficiency or welfare of the establishment; and

(*b*) suitable civilian accommodation is not available.

(3) A civilian, except one whose terms of employment with the navy entitle him to free quarters, shall be charged for any married quarters allotted to him at the rate prescribed for civilian employees of the Department, unless an amount is fixed or determined by:

(*a*) Order in Council; or

(*b*) regulations of another government department; or

(*c*) the Minister.

(4) The Chief of the Naval Staff may prescribe the terms and conditions of occupancy of married quarters by civilians.

(M) (4 Aug 53)

28.31—SINGLE QUARTERS FOR CIVILIANS

(1) Subject to the approval of the Senior Officer in Chief Command, the Captain may allot single quarters to a civilian employee of the Government of Canada who fills a position in the authorized complement.

(2) Subject to the approval of the Senior Officer in Chief Command, the Captain may allot single quarters to a civilian, other than one mentioned in (1) of this article, when:

(*a*) his duties are such that they contribute to the efficiency or welfare of the establistment; and

(*b*) suitable civilian accommodation is not available.

(3) A civilian, except one whose terms of employment with the navy entitle him to free quarters, shall be charged for any single quarters allotted to him at the rate prescribed for civilian employees of the Department, unless an amount is fixed or determined by:

(*a*) Order in Council; or

(*b*) regulations of another government department; or

(*c*) the Minister.

(4) The Chief of the Naval Staff may prescribe the terms and conditions of occupancy of single quarters by civilians.

(M) (4 Aug. 53)

(28.32 TO 28.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 29

WORKS AND BUILDINGS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1 — General

29.01—SAFEGUARDING OF WORKS AND BUILDINGS

(1) The Senior Officer in Command shall ensure that all works and buildings at a new naval establishment are properly safeguarded prior to being taken over by the Captain or Officer-in-Charge.

(2) The Captain shall ensure that all works and buildings at his naval establishment are properly safeguarded at all times.

(C)

29.02—NEW CONSTRUCTION

(1) New construction of works and buildings shall be initiated by or under the authority of the Minister.

(2) Proposals for new construction shall be forwarded with the necessary plans, specifications, and estimates to Naval Headquarters.

(M)

29.03—MAINTENANCE, ALTERATIONS, AND ADDITIONS TO WORKS AND BUILDINGS

(1) Subject to (2) of this article and within the financial limits prescribed by the Minister, maintenance, alterations, and additions to works and buildings may be authorized by:

(*a*) the Senior Officer in Chief Command;

(*b*) the Captain of a Naval Division;

(*c*) the Officer-in-Charge, Naval Wireless Station, Churchill;

(*d*) the Naval Stores Officer, Montreal.

(2) No maintenance, alterations, or additions shall be authorized under (1) of this article if they:

29.03—MAINTENANCE, ALTERATIONS, AND ADDITIONS TO WORKS AND BUILDINGS—(Cont'd)

(*a*) involve any structural changes; or

(*b*) change the nature of the accommodation available; or

(*c*) contravene any provision of any deed, lease or other agreement affecting the works or buildings concerned; or

(*d*) contravene any orders issued by the Chief of the Naval Staff.

(3) Proposals for maintenance, alterations, and additions which may not be authorized under (1) of this article shall be forwarded with the necessary plans, specifications, and estimates to Naval Headquarters.

(M)

29.04—ANNUAL ESTIMATES FOR NEW CONSTRUCTION, ALTERATIONS, ADDITIONS, AND MAINTENANCE

(1) The Captain of a naval establishment shall submit to the Senior Officer in Chief Command, not later than the first day of August of each year, a report containing:

(*a*) his recommendations for new construction, maintenance, and alterations or additions to works and buildings on the naval establishment for the next fiscal year; and

(*b*) when practicable, plans, specifications, and estimates of the proposed work.

(2) The Senior Officer in Chief Command shall submit to Naval Headquarters not later than the first day of September of each year, a report containing:

(*a*) those items of reports submitted under (1) of this article that he recommends;

(*b*) any additional new construction, maintenance, and alterations or additions to works and buildings within his command which he considers necessary for the next fiscal year; and

(*c*) when practicable, plans, specifications, and estimates of the proposed work.

(C)

29.05—ACQUISITION AND DISPOSAL OF LAND AND WORKS AND BUILDINGS

(1) When the Captain of a naval establishment recommends a proposal for the:

(*a*) acquisition, or disposal including, subject to article 29.09 (Use of Works and Buildings for other than Naval Purposes), use for other than military purposes, of land or works and buildings; or

(*b*) demolition of works and buildings no longer fit for use or worth the cost of repair; he shall submit it to the Senior Officer in Chief Command.

(2) When a proposal for the acquisition of land or works and buildings for the use of the navy is submitted under (1) of this article, the Senior Officer in Chief Command shall:

29.05—ACQUISITION AND DISPOSAL OF LAND AND WORKS AND BUILDINGS—(Cont'd)

(*a*) satisfy himself that
  (i) existing facilities are inadequate for the requirements of the naval establishment concerned, and
  (ii) the required facilities cannot be obtained as economically by any other means; and

(*b*) when he decides that the acquisition is necessary
  (i) forward the proposal together with his recommendations to Naval Headquarters, and
  (ii) when practicable, include with the proposal an estimate of the cost of altering the land or works and buildings concerned to meet naval requirements.

(3) When a proposal for any disposal of land or works and buildings is submitted under (1) of this article, the Senior Officer in Chief Command shall:

(*a*) satisfy himself that the land and works or buildings are not required for naval purposes; and

(*b*) if he concurs in the proposed disposal, forward the proposal together with his recommendation to Naval Headquarters.

(4) When the Captain of a Naval Division recommends a proposal described in (1) of this article he shall submit it to Naval Headquarters with an estimate of the cost of altering the land or works and buildings.

(C)

29.055—TEMPORARY USE OF LAND OR WORKS AND BUILDINGS

Subject to any orders issued by the Chief of the Naval Staff, the Senior Officer in Command may enter into a lease, licence or similar agreement for the temporary use of land or works and buildings required for naval purposes if:

(*a*) the term or period of use does not exceed five days; and

(*b*) the rental or charge does not exceed twenty-five dollars a day.

(M) (NS 9649-1) (10 Oct 56)

29.06—COMPLETION REPORT ON TAKING OVER WORKS AND BUILDINGS FROM A CONTRACTOR

(1) On completion of contracts covering new construction of, alterations or additions to, or maintenance of works and buildings, a completion report, in the form prescribed by the Chief of the Naval Staff, shall be prepared indicating the condition of the works and buildings concerned together with any necessary recommendations and shall include:

(*a*) a certificate stating whether the contract has been completed in accordance with the approved plans and specifications accompanied if applicable by a list of discrepancies and deficiencies; and

(*b*) a recommendation for the disposal of all moneys held in connection with the contract.

(2) The completion report prepared under (1) of this article shall be signed by:

(*a*) the Superintendent of the Dockyard;

(*b*) the supervising engineer;

29.06—COMPLETION REPORT ON TAKING OVER WORKS AND BUILDINGS FROM A CONTRACTOR—(Cont'd)

(*c*) the Captain; and

(*d*) when questions of health or sanitation may arise, the medical officer;

and submitted for approval of the authorities specified in (4) of this article.

(3) In the case of Naval Divisions the completion report prepared under (1) of this article shall be signed by:

(*a*) an officer, designated by the Chief of the Naval Staff;

(*b*) the supervising engineer; and

(*c*) those officers prescribed in (2) (*c*) and (*d*) of this article.

(4) The completion report on taking over minor new construction, alterations, additions, and maintenance from the contractor may be approved by the Senior Officer in Chief Command. The taking over from the contractor of major new construction, alterations, additions, and maintenance shall require the approval of the Chief of the Naval Staff. For the purposes of this paragraph, minor new construction, alterations, additions, and maintenance shall be as prescribed by the Chief of the Naval Staff.

(M)

29.07—ALLOTMENT OF BUILDINGS

(1) Each naval building shall be allotted to a particular permanent use by the Chief of the Naval Staff.

(2) A naval building may be allotted to a temporary use by or under the authority of the Senior Officer in Chief Command when:

(*a*) the temporary use to which the building is put

(i) is one which would be provided at public expense, and

(ii) does not contravene the provisions of any deed, lease, or agreement affecting the building; and

(*b*) the allotment does not involve an expenditure for other accommodation in lieu of the building concerned.

(M)

29.08—POWERS OF WRITE-OFF—WORKS AND BUILDINGS

(1) The powers of write-off for a loss of or damage to works and buildings shall be as prescribed for write-off of loss of materiel in article 36.20 (Powers of Write-Off—Materiel) except that in a single occurrence the total value of the write-off of the loss of or damage to both materiel and works and buildings shall not exceed the amount authorized for the write-off of materiel in article 36.20 (Powers of Write-Off—Materiel). *(15 Apr 57)*

(2) A write-off authorized under (1) of this article shall not prejudice subsequent disciplinary or recovery action against an officer or man.

(M)

29.09—USE OF WORKS AND BUILDINGS FOR OTHER THAN NAVAL PURPOSES

(1) Subject to (2) and (3) of this article, the Senior Officer in Chief Command may authorize the use of works and buildings for other than naval purposes if:

(a) the intended use will not, in his opinion, conflict with the interests of the navy;
(b) no other suitable accommodation is available locally for the proposed purpose;
(*c*) where an individual or organization may profit financially by that use, the mayor or reeve approves and certifies that the use will be of benefit to the community as a whole;
(*d*) the applicant pays a charge, specified by the Senior Officer in Chief Command, to cover use of the works and buildings, heating and lighting, and caretaking service and any other maintenance;
(*e*) the applicant deposits with the Senior Officer in Chief Command a fire insurance policy drawn in favour of the Minister to cover the works and buildings and the contents of the buildings, in the amount specified by the Senior Officer in Chief Command, for the full period of the applicant's use of the works and buildings;
(*f*) the applicant arranges for the attendance, during the period of his use of the works and buildings, of as many fire fighters as the Senior Officer in Chief Command considers necessary; and
(*g*) the applicant undertakes in respect of his use of the works and buildings
  (i) to ensure that the laws of Canada and of the province and municipality concerned are not contravened,
  (ii) to ensure by consultation with local fire authorities that adequate fire precautions are taken,
  (iii) to repair or pay compensation for any damage occasioned by that use, and
  (iv) to indemnify the Crown for all claims of any kind arising out of that use.

(2) The Minister may waive, or authorize the Chief of the Naval Staff or the Senior Officer in Chief Command to waive, all or any of the conditions prescribed in subparagraphs (a) to (f) of (1) of this article when an application for the use of works and buildings is made by or on behalf of a non-commercial organization, or for a non-commercial purpose.

(3) The Senior Officer in Chief Command shall forward an application for the use of works and buildings for a period in excess of seven days to Naval Headquarters with his recommendation for approval by the Chief of the Naval Staff.

(M) (21 Jun 55)

(29.10 TO 29.14 INCLUSIVE: NOT ALLOCATED)

Section 2—Inspections

29.15—INSPECTION OF WORKS AND BUILDINGS

The inspection of works and buildings shall be made by the authorities and at the time prescribed in section 2 of Chapter 45 (Inspections).

(C)

(29.16 AND 29.17: RESERVED—ARMY AND AIR FORCE)

29.18—INSPECTION OF MARRIED QUARTERS

(1) When a change of occupancy of married quarters occurs, an inspection shall be made jointly by:

(a) the Captain or his representative; and
(b) the Engineer Officer or his representative; and
(c) if practical, the parties vacating and taking over the married quarters.

(2) The responsibility for damage to public property shall, where practical, be determined during the inspection under (1) of this article. (*See Chapter 38—"Liability for Public and Non-Public Property".*)

(C) (10 Aug 54)

(29.19 TO 29.25 INCLUSIVE: NOT ALLOCATED)

Section 3—Miscellaneous

29.26—STORAGE OF PRIVATELY OWNED VEHICLES

(1) When practical, areas for parking privately owned vehicles shall be reserved at a naval establishment.

(2) No area reserved for parking privately owned vehicles shall be constructed unless the Chief of the Naval Staff approves:

(*a*) the site; and
(*b*) the expenditure involved.

(3) When sufficient space is available, the Captain may permit an officer or man to store a privately owned vehicle:

(*a*) in a naval garage provided for the storage of privately owned vehicles; or
(*b*) in a naval building designated by the Chief of the Naval Staff as suitable for the storage of privately owned vehicles. (*9 Apr 53*)

(4) When an officer or man has received permission under (3) of this article to store a vehicle in a naval building he shall:

(*a*) store the vehicle at his own risk;
(*b*) vacate the storage space when required;
(*c*) observe the fire regulations for naval buildings; and
(*d*) pay for the storage space at the rate prescribed by the Chief of the Naval Staff.

(5) Subject to the approval of the Senior Officer in Command, the Captain may grant permission to an officer or man to construct or keep on naval property, at his own expense, a building suitable for the storage of a privately owned vehicle provided that:

(*a*) the type and location of the building are approved by the Captain or the Officer-in-Charge of the naval establishment;
(*b*) the fire regulations for naval buildings are observed; and
(*c*) the building shall be removed at the expense of the owner on the instruction of the Senior Officer in Command.

(M)

(29.27 TO 29.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 30

FIRE PREVENTION SERVICES

(*Refer carefully to article 1.02* (*Definitions*) *when reading every regulation in this chapter.*)

30.01—FIRE INSPECTION OF NAVAL ESTABLISHMENTS

A fire inspection of all naval establishments shall be carried out semi-annually by the Naval Fire Department.

(*See article 71.3001—"Report of Fire Inspection of Naval Establishments."*)

(C)

30.02—FIRE STATIONS AND DRILLS

Fire stations and drills shall be exercised at intervals not exceeding one month and at such other times as prescribed in ship's orders.

(C)

30.03—RESPONSIBILITY FOR FIRE FIGHTING

(1) In a ship in commission the Captain shall be responsible for the fighting of a fire.

(2) In a ship not in commission, or a naval establishment, the Fire Chief shall be responsible for the fighting of a fire.

(*See article 71.3002—"Fire Report."*)

(C)

(30.04 TO 30.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 31

EMPLOYMENT OF THE CANADIAN FORCES IN A NATIONAL DISASTER

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

31.01—DUTY BY THE REGULAR FORCE

Section thirty-five of *The National Defence Act* provides in part:

> "35. (1) Where the Governor in Council has declared that a disaster exists or is imminent that is, or is likely to be, so serious as to be of national concern, the regular forces or any unit or other element thereof or any officer or man thereof shall be liable to perform such services in respect of the disaster, existing or imminent, as the Minister may authorize, and the performance of such services shall be deemed to be naval, ...duty,....."

(C)

31.02—DUTY BY THE RESERVES

Section thirty-five of *The National Defence Act* provides in part:

> "35. (2) Where the Governor in Council declares that a disaster as mentioned in subsection one exists or is imminent and that the services of the reserve forces are required for the purpose of rendering assistance in respect of the disaster, existing or imminent, the Governor in Council may authorize the reserve forces or any unit or other element thereof or any officer or man thereof to be called out on service for that purpose and all officers and men while so called out shall be deemed to be performing naval, ...duty,.....
>
> (3) Nothing in subsection two shall be deemed to impose liability to serve as prescribed therein, without his consent, upon an officer or man of the reserve forces who is, by virtue of the terms of his enrolment, liable to perform duty on active service only."

(C)

(31.03 TO 31.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 32

BANDS

(*Refer carefully to article 1.02* (*Definitions*) *when reading every regulation in this chapter.*)

32.01—GENERAL ORGANIZATION OF BANDS

(1) This chapter shall apply to those Navy Bands:

(*a*) authorized by establishment and composed of

(i) full-time bandsmen of the Regular Force, or

(ii) bandsmen of the Reserves; and

(*b*) authorized by the Chief of the Naval Staff and composed of men of any rank or trade.

(2) Participation in bands authorized by the Chief of the Naval Staff shall:

(*a*) be on a voluntary basis; and

(*b*) not interfere with naval duties.

(M)

32.02—BAND COMMITTEE

A Captain or a band committee appointed by him shall:

(*a*) negotiate all band engagements;

(*b*) manage the financial affairs of the band; and

(*c*) ensure that all band property is safeguarded and maintained.

(C)

(32.03—RESERVED CANADIAN ARMY AND R.C.A.F.)

32.04—BAND PROPERTY

(1) Band property shall include all band instruments, accessories and music:

(*a*) presented to or purchased by a band, ship or naval establishment; or

(*b*) issued to a band.

(2) Band property obtained in accordance with (1)(*a*) of this article shall be accounted for as non-public property as prescribed by the Chief of the Naval Staff.

32.04—BAND PROPERTY—cont'd.

(3) Band property obtained in accordance with (1)(*b*) of this article shall be taken on charge and accounted for as public property as prescribed by the Chief of the Naval Staff.

(M)

(32.05—RESERVED CANADIAN ARMY AND R.C.A.F.)

(32.06 TO 32.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 33

CHAPLAIN SERVICES

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

33.005—PUBLIC WORSHIP—GENERAL

All officers in command of Her Majesty's Canadian ships and naval establishments shall cause the public worship of Almighty God in the manner and forms for use in the Royal Canadian Navy to be solemnly, orderly and reverently performed in their respective ships and establishments, and shall take care that all religious services are performed diligently, and that the Lord's Day is observed according to custom.

(C) (1 Feb 53)

33.01—RELIGIOUS SERVICES

(1) Subject to the exigencies of the service, the Captain shall:

(*a*) provide for the performance of religious service on all Sundays and Holy Days of Obligation;

(*b*) provide for short prayers to be offered by Chaplains on every week-day after morning divisions;

(*c*) provide adequate accommodation and facilities for conducting these services;

(*d*) render the Chaplain or Officiating Clergyman every assistance in the performance of his duties; and

(*e*) provide the opportunity for an officer or man or his family to attend religious services and receive any further religious ministrations that may be desired.

(2) Subject to (3) of this article, every officer and man shall attend the religious services mentioned in (a) and (b) of (1) of this article, except when:

(*a*) the exigencies of the service do not permit; or

(*b*) the Captain considers that the officer or man has adequate reasons for being absent.

(3) No officer or man shall be required to attend a religious service other than a service of the group in which his denomination is included. (*See article 33.05—"Religious Denominations".*) (*30 Jun 55*)

(C)

33.02—PROVISION OF CHAPLAINS AND OFFICIATING CLERGYMEN

(1) For the purpose of this article "officiating clergyman" means:

(*a*) a chaplain of the reserve forces who is not on Continuous Naval, Army or Air Force Duty, Special Duty, Naval Training or Camp Training; or

(*b*) a clergyman who fulfills the requirements prescribed by the Chief of the Naval Staff.

(2) When a ship or naval establishment is without a chaplain the Captain shall, subject to the exigencies of the service, ensure that:

33.02—PROVISION OF CHAPLAINS AND OFFICIATING CLERGYMEN—(Cont'd)

(*a*) a chaplain or an officiating clergyman is provided for not more than three days a week to conduct the religious services and ministrations; or

(*b*) adequate provision is made for the personnel concerned to attend Divine service elsewhere.

(3) When a ship or establishment is provided with a chaplain or officiating clergyman, and the necessary religious services and ministrations so require, the Senior Officer in Chief Command may authorize the employment by the day of an additional officiating clergyman for not more than three days a week.

(4) An officiating clergyman provided under this article shall:

(*a*) as far as practical, be governed by the same provisions as are prescribed for a chaplain; and

(*b*) receive for his services the pay and allowances prescribed in articles 210.51 (Chaplains and Officiating Clergymen—Reserves) and 210.62 (Civilian Officiating Clergymen—Fees and Expenses).

(C) (8 Sep 54)

33.03—RELIGIOUS MINISTRATIONS

(1) A Chaplain shall promote the moral and spiritual welfare of all persons in the ship or naval establishment and shall:

(*a*) conduct religious, baptismal, marriage, and burial services;

(*b*) arrange for religious ministrations for officers and men or their families who are

(i) sick, or

(ii) in service or civil custody, or

(iii) desirous of it; and

(*c*) be prepared to give assistance and instruction on religious subjects to all persons in the ship or naval establishment.

(2) No Chaplain shall be required to perform any duties other than those pertaining to his calling.

(3) A Chaplain may accept an invitation to assist at any religious service that does not interfere with his naval duties.

(4) No Chaplain shall accept a fee for any service performed in his official naval capacity or as part of his naval duty.

(C)

33.04—COMMUNICATION WITH SENIOR CHAPLAINS

A Chaplain shall have the privilege of direct communication on strictly ecclesiastical matters with his superiors in the chaplain service.

(C)

33.05—RELIGIOUS DENOMINATIONS

(1) An officer or man shall, when he enrols, declare his religious denomination. He may, by a statement in writing, change his denomination and the Captain shall authorize the necessary alterations in the records of the officer or man concerned.

(2) For naval purposes all denominations shall be grouped as:

33.05—RELIGIOUS DENOMINATIONS—(Cont'd)

(*a*) Protestant to include

(i) Anglican, (*27 Jan 56*)

(ii) United Church,

(iii) Presbyterian,

(iv) Baptist,

(v) Lutheran,

(vi) Christian Science,

(vii) Greek Orthodox, and

(viii) other Protestant denominations;

(*b*) Roman Catholic to include

(i) Roman Catholic, and

(ii) Greek Catholic;

(*c*) Jewish; and

(*d*) other religions and persuasions.

(3) The Captain shall provide:

(*a*) a nominal roll by denominations of all officers and men on the strength of a ship or establishment for use by the Chaplain or officiating clergyman concerned; and

(*b*) on request, a certificate stating the number of officers and men in the ship or naval establishment of the denomination served by the officiating clergyman.

(C)

(33.06 TO 33.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 34

MEDICAL SERVICES

(*Refer carefully to article 1.02* (*Definitions*) *when reading every regulation in this chapter.*)

34.01—RESPONSIBILITIES OF MEDICAL OFFICERS

The senior medical officer at all levels of command shall be the responsible adviser to the senior officer exercising the function of command or executive authority on all matters pertaining to the health and physical efficiency of all personnel under his jurisdiction.

(C)

34.015—DEFINITION OF "MEDICAL CARE"

In QRCN, "medical care" means medical and surgical treatment, diagnostic and investigational procedures, hospitalization, transportation as a patient, and the supply and maintenance of prosthetic appliances.

(M) (1 Sep 51)

34.02—MEDICAL ADMINISTRATIVE OFFICERS GENERALLY

A Medical Administrative Officer shall be employed as:

(*a*) executive assistant to a medical officer holding an administrative appointment; or

(*b*) administrative officer of a naval hospital or sick quarters; or

(*c*) divisional officer of men of the Medical Branch (*See article 4.38—"Duties of the Divisional Officer".*); or

(*d*) on any other duties within the Medical Branch that the medical officer may prescribe.

(C) (15 Dec 51)

34.03—THE NURSING OFFICER

The Nursing Officer shall be responsible to the Medical Officer for the Nursing Section of the medical department in a naval hospital or fleet establishment.

(*See articles 3.33—"Command by a Nursing Officer" and 4.47—"Duties of the Officer in Charge of a Ward".*)

(C) (15 Dec 51)

34.04—MEDICAL TECHNICAL OFFICER

Medical Technical Officers shall be responsible to the Medical Officer for the administration and duties in their respective sections of the medical department in a naval hospital or fleet establishment.

(C) (15 Dec 51)

(34.05 AND 34.06: NOT ALLOCATED)

34.07—ENTITLEMENT TO MEDICAL CARE

(1) Subject to (4) of this article, an officer or man of:

(*a*) the Regular Force; or

(*b*) the Active Service Force;

who suffers any injury, disease, or illness shall be entitled to medical care at public expense.

(2) Subject to (4) of this article, an officer or man of the Reserves who suffers any injury, disease, or illness attributable to the performance of his duty, shall be entitled:

(*a*) for the remaining period of his duty, to medical care at public expense; and

(*b*) after termination of the period of his duty, to such medical care at public expense as the attending medical officer may consider necessary.

(3) Subject to (4) of this article, an officer or man of the Reserves who suffers any injury, disease, or illness not attributable to the performance of his duty and not as a result of his misconduct or imprudence, shall be entitled:

(*a*) if the injury, disease, or illness occurs while he is on active service, on Contiuuous Naval Duty, or on Special Duty, to medical care in accordance with (2) of this article;

(*b*) if the injury, disease, or illness occurs while he is on Naval Training, to medical care in accordance with (5) of this article;

(*c*) if the injury, disease, or illness occurs while he is attending Divisional Drills, to immediate emergency treatment only; and

(*d*) if the injury, disease, or illness occurs while he is on any duty not mentioned in (a), (b), or (c) of this paragraph, and unless the Minister otherwise directs, to medical care in accordance with (2) of this article.

(4) An officer or man:

(*a*) shall not be entitled to medical care at public expense

(i) when he is on leave without pay and the injury, disease, or illness was received or contracted subsequent to the effective date on which his leave commenced, or

(ii) beyond the twenty-first day of a period of absence without authority, or

(iii) beyond the date of his release; and

(*b*) may be denied medical care at public expense when he has failed to comply with the regulations governing medical care while on leave or pass. (*23 Oct 55*)

(5) An officer or man who is entitled to medical care under subparagraph (b) of (3) of this article shall receive:

(*a*) medical care at public expense until the date upon which the period of duty terminates or until the date upon which he is returned to his home, whichever is the earlier; and

(*b*) after the termination of the period of his duty

(i) when his condition permits him to be sent to his home, such further medical care as may be authorized by the Minister, or

(ii) when his condition does not permit him to be sent to his home, such further medical care at public expense as the attending medical officer may consider necessary.

34.07—ENTITLEMENT TO MEDICAL CARE—(Cont'd)

(6) Medical care authorized in this article may be given:

(*a*) in a military hospital or a hospital or a ward administered by the Department of Veterans Affairs, or a civil hospital; and

(*b*) by a naval, army, or air force medical officer, a medical officer of the Department of Veterans Affairs, or a civilian medical practitioner.

(7) An officer or man of the Reserves who is not on active service, Continuous Naval Duty or Special Duty, and who, in the opinion of the Senior Officer in Chief Command, unreasonably refuses to accept the medical care prescribed shall not, as from the date of refusal, be granted any further medical care for that injury, disease, or illness.

(8) A person subject to the Code of Service Discipline under Section 56(1)(*d*), (*e*), (*f*), (*g*), (*h*), (*i*), or (*j*) of the *National Defence Act*, who is held in service custody shall, if he suffers any injury, disease, or illness during his confinement, be given medical care at public expense until he is discharged from service custody, or from hospital, whichever is the later. *(23 Mar 55)*

(M)

(34.08: NOT ALLOCATED)

34.09—ARRANGEMENTS FOR TREATMENT AND HOSPITALIZATION

(1) When practicable, an officer or man shall be attended by a medical officer and:

(*a*) shall be treated in a naval hospital, sick bay, or in exceptional circumstances, with the Captain's approval, sick on shore;

(*b*) where naval facilities for medical treatment do not exist or are limited, treated in order of preference, in a hospital of

(i) the Canadian Army or Royal Canadian Air Force, or

(ii) the Department of Veterans Affairs, or

(iii) a civil hospital;

(*c*) in foreign ports when it is necessary to land him, the Captain shall make arrangements with

(i) the senior naval, army or air force officer of the port, or

(ii) the nearest diplomatic authority representing Canada, or the United Kingdom, or

(iii) a civilian practitioner;

(*d*) when it is necessary to leave an officer or man in hospital in a foreign port when the ship sails, the Captain shall

(i) make arrangements for the patient's transportation on his recovery,

(ii) make arrangements for the disposal of the case history and the payment of accounts, and

(iii) forward the report prescribed in article 71.3401 (Documents and Reports on Treatment and Hospitalization by Civilian Authorities).

34.09—ARRANGEMENTS FOR TREATMENT AND HOSPITALIZATION—(Cont'd)

(2) When a civilian practitioner has been called to attend an officer or man, or the officer or man has been placed in a civil hospital either in a situation of urgency or in error where medical facilities of the armed forces or the Department of Veterans Affairs are available, the Captain shall arrange for the transfer of the patient to the care of the armed force or Department of Veterans Affairs.

(See articles 34.17—"Employment of Additional Medical Practitioners and Registered Nurses", and 71.3401—"Documents and Reports on Treatment and Hospitalization by Civilian Authorities".)

(C)

34.10—MEDICAL CARE IN FOREIGN COUNTRIES

(1) An officer or man who is entitled to and requires medical care while in a country outside Canada, other than the United States of America shall report, in the order shown, to:

(*a*) any available unit of the navy; or

(*b*) any available unit of another of the Canadian Forces; or

(*c*) any available unit of another of Her Majesty's Forces; or

(*d*) the nearest diplomatic or consular authority representing

(i) Canada, or

(ii) the United Kingdom; or

(*e*) the nearest unit of the foreign naval, army or air forces; or

(*f*) a civilian medical practitioner or hospital.

(2) When an officer or man reports under (1) (*e*) or (*f*) of this article he shall ensure that the nearest diplomatic or consular authority representing Canada or the United Kingdom is informed of the circumstances immediately.

(3) An officer or man who requires medical care while in the United States of America shall report, in the order shown, to:

(*a*) any available unit of the navy; or

(*b*) any available unit of another of the Canadian Forces; or

(*c*) the United States of America army, navy, or air force medical services; or

(*d*) a civilian medical practitioner or hospital.

(4) When an officer or man reports under (3) (*d*) of this article he shall:

(*a*) ensure that the Canadian Naval Attaché, Canadian Embassy, Washington, is informed immediately; and

(*b*) request the civilian practitioner or hospital authorities to forward the accounts for treatment to the Surgeon General, United States Army, Washington, D.C.

(M)

34.11—MEDICAL CARE WHILE ON LEAVE IN CANADA

(1) An officer or man while on leave in Canada who is entitled to medical care shall report to the most readily accessible ship or naval establishment when he:

(*a*) requires medical care; or

(*b*) has been in contact with an infectious disease.

(2) When a ship or naval establishment is not readily accessible, an officer or man shall:

(*a*) report, in the order shown, to

(i) a station or unit of the army or air force, or

(ii) the Department of Veterans Affairs, or

(iii) a civilian medical practitioner or hospital; and

(*b*) personally ensure that the Captain of the nearest ship or naval establishment is informed.

(3) The Captain of the ship or naval establishment to which an officer or man has reported under (1) of this article or who has received information under (2) (*b*) of this article shall:

(*a*) immediately inform the Captain of the patient's ship or establishment; and

(*b*) after medical care is completed or suspended, obtain and forward a descriptive case history to the patient's Captain.

(4) Accounts rendered by civilian medical practitioners or hospitals for medical care obtained in accordance with (2) of this article shall be forwarded in *quadruplicate* to the patient's ship or establishment for payment by the Department of National Defence. (*See article 71.3401—"Documents and Reports on Treatment and Hospitalization by Civilian Authorities".*)

(M)

(34.12: NOT ALLOCATED)

34.13—CONTROL OF MEDICAL CARE

(1) An officer or man shall produce his identification card and, if applicable, his leave form when applying for medical care under article 34.10 or article 34.11.

(2) An officer or man who has received medical care while absent from his ship or naval establishment shall report to the Medical Officer immediately on return.

(C)

34.14—PROVISION OF MEDICAL ATTENDANCE, DRUGS AND SURGICAL DRESSINGS TO DEPENDENTS

(1) Except as provided in article 34.145, dependents of officers or men are not entitled to medical care, but as an indulgence they may receive medical attention at inspection

34.14—PROVISION OF MEDICAL ATTENDANCE, DRUGS AND SURGICAL DRESSINGS TO DEPENDENTS—(Cont'd)

rooms and out-patient departments of military hospitals. The Minister may prescribe what drugs and surgical dressings such as can be supplied from government medical stores may be issued to dependents.

(2) Dependents occupying public quarters will be allowed such medical and surgical advice as can be rendered at their public quarters or at the inspection rooms and out-patient departments of military hospitals. *(14 Apr 54)*

(3) For the purposes of this article "dependents" shall have the meaning prescribed in article 209.80 (Definitions).

(G)

34.145—MEDICAL CARE IN NORTHERN CANADA—DEPENDENTS

(1) For the purposes of this article:

(*a*) "dependent" means a dependent as defined in article 209.80 who is resident in Northern Canada with the officer or man concerned; and

(*b*) "Northern Canada" shall have the meaning prescribed in article 205.40.

(2) Subject to (4) of this article, a dependent who is in need of medical care may be given:

(*a*) medical care to the extent available in the locality where he is residing; or

(*b*) when the medical care required is not reasonably available in the locality where he is residing,

(i) transportation in accordance with article 209.825 (Transportation of Dependents—Medical Care and Dental Treatment) to and from, and medical care at, another place in Northern Canada where necessary facilities are available, or

(ii) transportation and accommodation in accordance with article 209.825 to and from a place in Canada outside Northern Canada, but in this event no medical care shall be provided at public expense.

(3) Subject to (4) of this article, medical care authorized under this article may be given:

(*a*) in a military or civil hospital; and

(*b*) by a military medical officer or civilian medical practitioner.

(4) No medical care at public expense shall be given to a dependent by a civilian medical practitioner or in a civil hospital without the approval of the Senior Officer in Chief Command.

(G) (14 Apr 54)

34.15—MEDICAL BOARDS

(1) A medical board shall be assembled to examine the medical condition of an officer or man:

(*a*) of the Regular and Active Service Forces

34.15—MEDICAL BOARDS—(Cont'd)

(i) before he is released or transferred to the Reserves,
(ii) before his medical category is permanently altered,
(iii) before he proceeds on leave without pay and after his return from that leave,
(iv) when the total of sick leave recommended exceeds thirty days,
(v) on his repatriation to Canada for medical reasons, and
(vi) at any other time prescribed by the Chief of the Naval Staff; and

(*b*) of the Reserves when prescribed by the Chief of the Naval Staff.

(2) A medical board shall consist of:

(*a*) three medical officers; or
(*b*) when three medical officers are not available, two medical officers.

(3) A naval medical officer may when necessary, in order to constitute a medical board, request the co-operation of a medical officer of the army or air force or of a civilian medical practitioner employed under article 34.17 (Employment of Additional Medical Practitioners and Registered Nurses).

(M)

34.16—MEDICAL EXAMINATIONS

An officer or man shall be required to undergo medical examinations and chest X-ray on the occasions prescribed by the Chief of the Naval Staff.

(C)

34.165—MEDICAL EXAMINATION BEFORE COMMITTAL

(1) A person shall, prior to his committal to undergo a sentence of imprisonment or detention, be medically examined by a medical officer who shall certify on the Committal Order (*see article 114.42—"Authority for Committal and Transfer"*) that he is:

(*a*) fit;
(*b*) fit subject to limitations; or
(*c*) unfit;

to undergo his punishment.

(2) A certificate made in accordance with (1) of this article shall be in the following form:

"Certificate of Medical Fitness

I certify that.....
(rank) (Christian names in full) (surname) (number)

is (fit)
(fit subject to.....)
(specify limitations)

(unfit by reason of.....)
(specify reasons)

to undergo (imprisonment).
(detention)

....".
(Date) (Medical Officer)

(C) (28 Jun 55)

34.17—EMPLOYMENT OF ADDITIONAL MEDICAL PRACTITIONERS AND REGISTERED NURSES

(1) When the exigencies of the Service so require and adequate medical facilities are not available from any other of the Canadian Forces or from any other department of the Government of Canada, the Chief of the Naval Staff or a senior officer in command may so certify and authorize the employment of:

(*a*) a medical officer of the Reserves of any service of the Canadian Forces or a civilian medical practitioner; and

(*b*) a registered nurse.

(2) Persons employed under (1) of this article shall be reimbursed for their services and expenses in accordance with article 210.61 (Civilian Medical Practitioners and Registered Nurses—Fees and Expenses). (*See articles 34.09—"Arrangements for Treatment and Hospitalization"*, and *71.3401—"Documents and Reports of Treatment and Hospitalization by Civilian Authorities"*.)

(G)

(34.18 TO 34.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 35

DENTAL SERVICES

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

35.01—RESPONSIBILITIES OF DENTAL OFFICERS

The senior dental officer at all levels of command shall be the responsible adviser to the senior officer exercising the function of command or executive authority on all matters pertaining to the dental health of all personnel under his jurisdiction.

(C) (10 Mar 53)

35.015—DENTAL TREATMENT

(1) "Comprehensive dental treatment", for the purposes of this chapter shall mean the treatment required to establish and maintain dental fitness, sufficient to provide reasonable assurance of masticatory efficiency and freedom from pain for a period of one year.

(2) "Restricted dental treatment", for the purposes of this chapter shall mean:

(*a*) the repair of broken dentures; or

(*b*) dental treatment for the relief of pain and acute infection.

(M) (10 Mar 53)

35.02—ENTITLEMENT TO DENTAL TREATMENT

(1) An officer or man of the Regular Force or of the Active Service Force shall be entitled to comprehensive dental treatment except:

(*a*) when he is on leave without pay; or

(*b*) beyond the twenty-first day of a period of absence without authority; or

(*c*) on being released *(23 Oct 55)*

(i) prior to the completion of one year's service,

(ii) under the provisions of the table to article 15.01 (Reasons for Release), item 1 (Misconduct), 2 (Inefficiency), or 4(*a*) or (*b*) (Voluntary Retirement),

(iii) if he is an officer, at his own request under circumstances which do not entitle him to a pension under the *Defence Services Pension Act,* or

(iv) if he is a man, by purchase.

(2) When an officer or man of the Reserves is on active service or employed on Continuous Naval Duty, or on Special Duty for a period in excess of six months, he shall, during that period, be eligible for comprehensive dental treatment.

(3) An officer or man of the Reserves:

(*a*) shall be entitled to restricted dental treatment

(i) when employed on Special Duty for a period not in excess of six months, and

(ii) during any period of Naval Training; or

35.02—ENTITLEMENT TO DENTAL TREATMENT—(Cont'd)

(*b*) who suffers any injury to the teeth attributable to the performance of duty shall be entitled to such treatment as may be necessary to restore dental fitness, if such injury is not attributable to his own misconduct or imprudence.

(4) An officer or man of the Reserves who, in the opinion of the Senior Officer in Command, unreasonably refuses to accept the dental treatment prescribed for his injury or disease shall not from the date of refusal be entitled to any further treatment for that injury or disease.

(5) A person subject to the Code of Service Discipline under Section 56(1)(*d*), (*e*), (*f*), (*g*), (*h*), (*i*), or (*j*) of the *National Defence Act* who is held in service custody shall be given restricted dental treatment.

(M) (23 Mar 55)

(35.03: NOT ALLOCATED)

35.04—DENTAL TREATMENT IN NORTHERN CANADA—DEPENDENTS

(1) For the purposes of this article "dependent" and "Northern Canada" shall have the meaning prescribed in article 34.145 (Medical Care in Northern Canada—Dependents).

(2) Subject to (4) of this article, a dependent may be given:

(*a*) comprehensive dental treatment to the extent available in the locality where he is residing; or

(*b*) when the dental treatment required is not reasonably available in the locality where he is residing,

(i) transportation in accordance with article 209.825 (Transportation of Dependents—Medical Care and Dental Treatment) to and from, and comprehensive dental treatment at, another place in Northern Canada where necessary facilities are available, or

(ii) transportation and accommodation in accordance with article 209.825 to and from a place in Canada outside Northern Canada, but in this event no dental treatment shall be provided at public expense.

(3) Subject to (4) of this article, dental treatment authorized under this article may be given by a military dental officer or a civilian practitioner.

(4) No dental treatment at public expense shall be given to a dependent by a civilian practitioner without the approval of the Senior Officer in Chief Command.

(G) (14 Apr 54)

35.05—DENTAL TREATMENT WHILE ON LEAVE IN CANADA

(1) An officer or man who is entitled to dental treatment shall when he is on leave in Canada report to the nearest Royal Canadian Dental Corps clinic when he requires dental treatment.

(2) When a Royal Canadian Dental Corps clinic is not available an officer or man may report to a civilian practitioner for restricted treatment.

35.05—DENTAL TREATMENT WHILE ON LEAVE IN CANADA—(Cont'd)

(3) Accounts rendered by civilian practitioners for dental treatment obtained under (2) of this article shall be forwarded in quadruplicate to the command dental officer for payment by the Department of National Defence.

(M)

35.06—DENTAL TREATMENT IN FOREIGN COUNTRIES

(1) An officer or man who is entitled to and requires dental treatment while in a foreign country other than the United States of America shall report, in the order shown, to:

(*a*) any available Royal Canadian Dental Corps clinic; or

(*b*) any available unit of another of Her Majesty's forces; or

(*c*) the nearest diplomatic or consular authority representing

(i) Canada, or

(ii) the United Kingdom; or

(*d*) the nearest unit of the foreign naval, military or air force; or

(*e*) a civilian practitioner.

(2) When an officer or man reports under (1)(*d*) or (*e*) of this article he shall ensure that the nearest diplomatic or consular authority representing Canada or the United Kingdom is informed of the circumstances immediately.

(3) An officer or man who requires dental treatment while in the United States of America shall report in the order shown, to

(*a*) any available Royal Canadian Dental Corps clinic;

(*b*) the United States army, naval or air force dental services; or

(*c*) a civilian practitioner.

(4) When an officer or man reports under (3)(*c*) of this article he shall:

(*a*) ensure that the Canadian Naval Attaché, Washington, D.C., is informed immediately; and

(*b*) request the civilian practitioner or hospital authority to forward the accounts for treatment to the Surgeon-General, United States Army, Washington, D.C.

(5) An officer or man who reports to a civilian practitioner under (1) or (3) of this article shall obtain prior approval from Naval Headquarters when other than restricted dental treatment is required.

(M)

(35.07 TO 35.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 36

MATERIEL

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1 — General

36.01—NAVAL MATERIEL

Subject to the direction of the Minister, the materiel supplied to or used by the navy shall be:

(*a*) of the type, pattern, and design; and
(*b*) issued on the scales and in the manner;

prescribed by the Chief of the Naval Staff.

(M)

36.02—DISPOSAL OF MATERIEL

No officer or man shall:

(*a*) barter, sell, or otherwise dispose of materiel; or
(*b*) be allowed to purchase materiel;

except as prescribed in QRCN or in any orders issued by the Chief of the Naval Staff.

(M)

36.03—ACCOUNTING FOR MATERIEL

Subject to direction by the Minister, all naval materiel shall be accounted for in the manner prescribed by the Chief of the Naval Staff.

(M)

36.04—TITLE TO CLOTHING

An officer or man may acquire title to items of clothing on such terms and conditions as the Minister may prescribe.

(G) (P.C. 1956–12/1001 of 5 Jul 56) (N.S. 1834–74) (5 Jul 56)

36.05—USE OF MATERIEL FOR PRIVATE PURPOSES

(1) Subject to (2) of this article, no officer or man shall use any materiel for private purposes.

(2) The provisions of (1) of this article shall not apply to materiel that is:

(*a*) issued for personal use or recreational purposes; or
(*b*) loaned under the authority of the Minister or of a person designated by him as a loan authority.

(M) (15 Mar 55)

(36.06 TO 36.09 INCLUSIVE: NOT ALLOCATED)

Section 2 — Loss of or Damage to Materiel

36.10—REPORTING A LOSS OF OR DAMAGE TO MATERIEL

Any person who discovers the loss of or damage to materiel shall immediately report the circumstances to the Captain.

(C) AL 29

36.11—ACTION BY THE CAPTAIN OR OFFICER IN CHARGE TO WHOM LOSS OF OR DAMAGE TO MATERIEL IS REPORTED

(1) The Captain or officer in charge of a naval establishment to whom loss of or damage to materiel is reported shall:

(*a*) investigate the matter in accordance with article 21.86;

(*b*) take action as prescribed in article 21.71 (Loss of or Damage to Public Property) or article 21.88 (Investigation of Loss of or Damage to Public Property due to Arson or Theft);

(*c*) when a loss is believed to be caused by theft, report the circumstances to the Senior Officer in Chief Command;

(*d*) when weapons, ammunition or other explosives are lost, report the circumstances immediately to the Senior Officer in Chief Command, and the police or other appropriate civil authorities. (*See article 71.4903—"Report of Loss Overboard of Explosives".*); and

(*e*) when narcotics are lost, report the circumstances immediately to the Senior Officer in Command and the Royal Canadian Mounted Police.

(2) The authorities to whom a report of the loss of materiel has been made under (1) of this article shall be notified of any subsequent recovery of the lost materiel.

(C) (20 May 54)

36.12—DETERIORATION OF MATERIEL

(1) When abnormal deterioration of materiel is discovered or suspected the Captain or officer in charge of a naval establishment shall immediately arrange for inspection of the deteriorated materiel by a qualified officer.

(2) When the abnormal deterioration is confirmed by inspection, the Captain or officer in charge of a naval establishment shall:

(*a*) take action as prescribed in article 21.71 (Loss of or Damage to Public Property); and

(*b*) report immediately to the Senior Officer in Chief Command if ammunition or explosives are affected.

(C)

36.13—DEFICIENCIES DISCOVERED DURING INVENTORY CHECKS OR AT STOCKTAKING

Deficiencies of materiel discovered during inventory checks or at stock-taking shall be adjusted in the appropriate materiel records in the manner prescribed by the Chief of the Naval Staff.

(M)

36.14—REFUND ON RECOVERY OF LOST OR DAMAGED MATERIEL

When part or all of the value of materiel lost or damaged has been recovered from an officer or man and the materiel is subsequently:

(*a*) located; or

(*b*) completely repaired at the further expense of the officer or man concerned;

the Chief of the Naval Staff may authorize a refund of the amount previously recovered.

(M)

(36.15 TO 36.19 INCLUSIVE: NOT ALLOCATED)

Section 3—Write-Offs

36.20—POWERS OF WRITE-OFF—MATERIEL

(1) For the purpose of this article, "write-off" means the deletion from unit inventory of materiel on public charge which has been lost.

(2) The power to authorize write-off shall be as prescribed in the table to this article.

(3) The authority who may authorize write-off shall be determined by using the full catalogue rate of the lost materiel regardless of any financial recovery.

(4) When the loss of a number of items of materiel arises out of a single occurrence the aggregate value shall determine the appropriate authority to authorize the write-off.

(5) Action taken to obtain authorization of a write-off shall not preclude the immediate adjustment of the appropriate materiel records.

(6) No write-off shall be approved without prior investigation of the matter by Captain's investigation or a board of inquiry.

(M) (NS 1834–58) (15 Apr 57)

36.20—POWERS OF WRITE-OFF—MATERIEL—(Cont'd)

TABLE TO ARTICLE 36.20

When a loss of materiel is, after investigation, found to be:	POWERS OF WRITE-OFF				
	By the Captain of a Ship or Fleet Establishment or the Officer in Charge of an Independent Naval Establishment and officers holding such appointments as may be prescribed by the Chief of the Naval Staff	By the Officer in Charge of a Supply Depot or the Superintendent or Officer in Charge of an Armament or Ammunition Depot	By the Senior Officer in Command	By the Senior Officer in Chief Command or the Commodore Superintendent or the Commanding Officer, HMCS HOCHELAGA	By the Chief of the Naval Staff
(a) due to a cause that cannot be determined or to a cause other than fraud, theft, arson, or gross negligence					
(i) for any single instance or occurrence arising out of normal routine	$50.00	$100.00	$500.00	$2500.00	$2500.00
(ii) for each catalogue class at stocktaking	$50.00	$100.00	$500.00	$2500.00	$2500.00
(iii) for each inventory at periodic or handing-over inventory check	$50.00	$100.00	$500.00	$2500.00	$2500.00
(iv) for each special stocktaking, and	$50.00	$100.00	$500.00	$2500.00	$2500.00
(v) for any trivial discrepancy in a single shipment of materiel despatched to or received from other ships or naval establishments or issued to contractors or returned from contractors after issue or loan when the responsibility is not clearly that of the contractor; or	As prescribed by the Chief of the Naval Staff	As prescribed by the Chief of the Naval Staff	As prescribed by the Chief of the Naval Staff	As prescribed by the Chief of the Naval Staff	Not applicable
(b) due to fraud, theft, arson, or gross negligence					
(i) caused by a person who cannot be identified or by a person who is not an officer or man or a civilian employed by the Department, and	Nil	$50.00	$50.00	$250.00	$250.00
(ii) caused by an officer or man or a civilian employed by the Department	Nil	Nil	Nil	Nil	Nil

36.21—REPORTS OF WRITE-OFFS

The Captain of a ship or fleet establishment and the officer in charge of an independent naval establishment shall forward quarterly reports of write-offs on Form C.N.S. 2204 to Naval Headquarters through the Senior Officer in Chief Command, the Commodore Superintendent or the Commanding Officer, HMCS Hochelaga, as applicable.

(C) (21 Jun 56)

36.22—PREJUDICE OF DISCIPLINARY ACTION

A write-off of materiel authorized under article 36.20 shall not prejudice any subsequent disciplinary or recovery action against an officer or man.

(M)

(36.23 TO 36.28 INCLUSIVE: NOT ALLOCATED)

Section 4—Explosives

36.29—ISSUE AND POSSESSION OF AMMUNITION AND EXPLOSIVES

(1) No ammunition or explosives which are public property shall be:

(*a*) issued to; or

(*b*) in the possession of;

an officer or man without the authority of his Captain.

(2) The officer or man in charge of a guard, escort, or other persons who require ammunition or explosives in the performance of a specific duty shall:

(*a*) be responsible for the issue, use, and care of any ammunition or explosives drawn; and

(*b*) on completion of the duty for which the ammunition or explosive is required

(i) verify any unexpended balance, and

(ii) ensure that the unexpended balance is returned to the explosive store.

(*See article 49.50—"Arms and Equipment Issued to Detached Parties".*)

(C)

(36.30 TO 36.34 INCLUSIVE: NOT ALLOCATED)

Section 5—Rations

36.35—ENTITLEMENT TO RATIONS

(1) Except as prescribed in (2) of this article a Captain of a ship or naval establishment shall be entitled to draw a daily ration to the approved scale for:

(*a*) each officer and man victualled in the ship or naval establishment;

36.35—ENTITLEMENT TO RATIONS—(Cont'd)

(*b*) each member of the Canadian Forces on temporary duty or attached duty at the ship or naval establishment and victualled for the period of that duty;

(*c*) each sea cadet when attending a summer camp at the ship or naval establishment or on other occasions prescribed by the Minister;

(*d*) each civilian employee of the Department victualled in a naval establishment whose terms of engagement provide entitlement to prepared rations without financial recovery;

(*e*) each person authorized to be provided with prepared rations on financial recovery;

(*f*) each person held in close custody in the detention room for whom a daily ration is not otherwise drawn; and *(4 Aug 55)*

(*g*) each other person prescribed by the Minister.

(2) No daily ration shall be drawn under (1) of this article for any person who is absent from the ship or naval establishment for a period of more than forty-eight hours for any reason except detached duty when continuing to draw rations.

(M)

(36.36 TO 36.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 37

SUPPLY DUTIES

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—General

37.01—COMMAND SUPPLY OFFICER

The Command Supply Officer shall:

(*a*) be responsible to the Senior Officer in Chief Command for all financial services and for the supervision of accounting and supply duties within the command;

(*b*) advise the Senior Officer in Chief Command on all financial, supply, and accounting matters affecting the command;

(*c*) advise the Senior Officer in Chief Command of all matters relating to supply branch personnel within the command;

(*d*) inspect, or arrange for the inspection of, supply departments and accounts of ships and naval establishments within the command at the times and in the manner prescribed in the Supply and Accounting Manual;

(*e*) at the time of each inspection under (*d*) of this article, verify

(i) the cash on hand in all public and non-public funds, and

(ii) the balance in all official bank accounts; and

(*f*) upon completion of each inspection prescribed in (*d*) of this paragraph, submit a written report as to the result of the inspection to the Senior officer in Chief Command, who shall forward it to Naval Headquarters.

(C)

37.02—THE SUPPLY OFFICER—GENERAL DUTIES

(1) The Supply Officer shall be responsible:

(*a*) for obtaining for the ship or naval establishment the necessary supplies of

(i) public money,

(ii) provisions,

(iii) clothing,

(iv) general and air stores,

(v) stationery, and

(vi) books of reference and publications for official use, other than secret and confidential books and signal publications;

37.02—THE SUPPLY OFFICER—GENERAL DUTIES—cont'd.

(*b*) in respect to

(i) public funds, for the duties prescribed in 37.21 (Public Funds and Pay Accounts), and

(ii) non-public funds, for the duties prescribed in Chapter 27 (Messing, Cabins and Canteens) and the Supply and Accounting Manual;

(*c*) in respect of the pay and allowances of officers and men, for

(i) the custody of pay accounts, and

(ii) the correctness of all entries made thereon;

(*d*) in respect of the stores on his charge for

(i) their stowage, care and preservation,

(ii) maintaining a supply adequate to the requirements of the ship or establishment, and

(iii) ensuring that they are issued, expended and accounted for in the manner prescribed by the Chief of the Naval Staff;

(*e*) in respect of the storerooms and other spaces allocated to the Supply Department, for

(i) the maintenance, cleanliness and ventilation of the galleys, preparing rooms, bakeries, refrigerating chambers, storerooms and office spaces, and

(ii) ensuring that the storerooms contain only the appropriate stores, arranged so as to be readily accessible.

(2) A supply officer may be appointed in charge of a sub-division within the Supply Branch. Subject to the general supervision of the Supply Officer, he shall be personally responsible for the:

(*a*) accounting of public funds and stores entrusted to him;

(*b*) correctness of the accounts and records required to be maintained by him; and

(*c*) rendering of the accounts described in (b) of this paragraph.

(3) The Supply Officer may communicate direct with the appropriate directorate at Naval Headquarters with regard to routine matters pertaining to:

(*a*) pay, allowances and accounts; and

(*b*) financial, stores and victualling matters generally.

(C)

37.03—THE ADMIRAL'S OR COMMODORE'S SECRETARY

The supply officer appointed as Admiral's Secretary or Commodore's Secretary shall carry out the duties prescribed in article 46.06 (Duties of the Secretary to a Senior Officer in Command.)

(C)

37.04—THE CAPTAIN'S SECRETARY

(1) A supply officer shall normally be appointed to perform the clerical duties and conduct the correspondence of the Captain.

(2) Authority may be delegated, in writing, to a chief petty officer administrative writer, to sign routine forms, reports and correspondence including the following:

(*a*) alteration sheet form CNS, 249a;

(*b*) clothing and bedding issue vouchers, forms CNS, 2068, 2068a, 2069, 2070 and 2080; and

(*c*) travel order form CNS, 542. (*25 Jul 56*)

(C) (16 May 52)

(37.05 TO 37.20 INCLUSIVE: NOT ALLOCATED)

Section 2—Public Funds

37.21—THE SUPPLY OFFICER—FINANCIAL DUTIES

(1) The Supply Officer shall be responsible to the Captain for:

(*a*) the receipt, custody and disbursement of all public funds required by the ship or establishment; and

(*b*) the correctness of public funds accounts and records required to be maintained by him.

(2) The Supply Officer shall:

(*a*) advise the Captain in all financial and accounting matters affecting the ship or establishment; and

(*b*) immediately bring to the attention of the Captain any irregularity, serious delay or oversight affecting the accounting services of the ship or establishment.

(3) Delegation of duties by the Supply Officer to any other supply officer or other member of his staff shall in no way relieve the Supply Officer of his general responsibility under (1) of this article.

(4) If a supply officer dies, becomes incapacitated or is relieved of his appointment for any cause whatever, the cash and accounts in his charge shall, in accordance with any orders issued by the Chief of the Naval Staff, be transferred to the supply officer or other officer taking over his duties. (*See article 4.07—"Supersession of Officers."*)

(C)

37.22—FINANCIAL RESPONSIBILITIES OF SUPPLY OFFICERS

(1) A supply officer or senior man of the Supply Branch, to whom authority has been delegated to make payments in accordance with article 37.25, shall be held personally responsible for any payment made by him or by his direction contrary to regulations or otherwise without authorization. He shall endeavour to effect recovery of the amount of any overpayment.

(2) A supply officer or other officer employed on supply duties, or senior man of the Supply Branch to whom authority has been delegated to accept cash or make payments in accordance with article 37.25:

37.22—FINANCIAL RESPONSIBILITIES OF SUPPLY OFFICERS—(Cont'd)

(*a*) shall not directly or indirectly derive any pecuniary advantage from his position beyond his authorized pay and allowances;

(*b*) shall not lend, exchange or otherwise apply public funds for any purpose or in any manner not authorized by proper authority; and

(*c*) shall cash only the negotiable instruments prescribed by the Chief of the Naval Staff.

(C) (22 Jul 52)

37.23—FINANCIAL REIMBURSEMENT TO SUPPLY OFFICER

When a supply officer has been held liable for an overpayment and has made good the loss, he shall be entitled to be reimbursed to the extent to which recovery has been made from or on behalf of the person or persons to whom the overpayment was made.

(G)

37.24—RESPONSIBILITY OF THE CAPTAIN IN RELATION TO CASH AND PAYMENTS

(1) The Captain shall:

(*a*) be responsible that all orders and instructions issued by him which affect the pay, allowances and other financial benefits of any officer and man borne in the ship or establishment are in accordance with Q.R.C.N.; and

(*b*) authorize the Supply Officer to take the action necessary to effect any change under (*a*) of this paragraph in the pay, allowances and other financial benefits of an officer or man.

(2) The Captain shall not be responsible for the control of cash funds which are a direct responsibility of the Supply Officer.

(3) (*a*) The Captain shall be personally responsible for any expenditure which he has directed the Supply Officer to make contrary to Q.R.C.N. or orders.

(*b*) The Supply Officer shall record in writing to the Captain his reasons why he considers any payment made under (*a*) of this paragraph to be contrary to Q.R.C.N. or orders.

(*c*) In these circumstances, if the Captain still wishes the payment made, he shall order the Supply Officer in writing to do so. When rendering his returns, the Supply Officer shall support the payment with his written reasons under (*b*) of this paragraph together with a copy of the Captain's written orders.

(C)

37.25—PERSONS AUTHORIZED TO MAKE PAYMENTS OR RECEIVE MONEY

(1) Except as prescribed in (2) of this article, no officer or man other than a supply officer or officer designated by the Captain under article 4.34 (Specialist and Departmental Duties when No Fully Qualified Officer is Borne) shall:

37.25—PERSONS AUTHORIZED TO MAKE PAYMENTS OR RECEIVE MONEY —(Cont'd)

(*a*) make any payment of public funds; or

(*b*) accept money for public purposes or safe custody.

(2) The Supply Officer may designate, in writing, a senior man of the supply branch to accept cash or make payments for public purposes. *(1 Oct 51)*

(3) Monetary transactions with any person other than those authorized in this article shall:

(*a*) not be recognized; and

(*b*) if made, be at the risk of the officer or man who made them.

(4) The Supply Officer shall arrange that a notice (form CNS 6) of the regulations contained in (1), (2) and (3) of this article be posted:

(*a*) in the pay office;

(*b*) in the clothing store;

(*c*) on the ship's notice board; and

(*d*) at other conspicious and convenient places in the ship or naval establishment.

(C)

37.26—DEPOSIT OF MONEY FOR SAFEKEEPING

(1) Officers and men may deposit cash with the Supply Officer for safekeeping.

(2) Persons shall be informed before depositing money that the Crown is not liable other than as provided in section 19(*c*) of the Exchequer Court Act to make good losses which occur in respect of any deposit.

(C)

(37.27 TO 37.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 38

LIABILITY FOR PUBLIC AND NON-PUBLIC PROPERTY

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

38.01—LIABILITY FOR PUBLIC PROPERTY

An officer or man who:

(*a*) makes any improper purchase at public expense; or

(*b*) wilfully or negligently causes, permits, or contributes to damage to or the loss, deficiency, theft, destruction, deterioration, or improper expenditure of any public property or any other property under the control of the Minister; or

(*c*) has a deficiency in any personal equipment that is in his care or custody for which he can give no satisfactory explanation; or

(*d*) is the occupant of a married quarter in which damage to or loss of public property or any other property under the control of the Minister occurs as a result of the negligence or misconduct of his dependents or guests;

shall be liable to reimburse the Crown for the financial loss incurred.

(M) (5 Jan 55)

38.02—LIABILITY FOR NON-PUBLIC PROPERTY

Every officer and man who wilfully or negligently causes, permits, or contributes to, the loss, deficiency, theft, destruction, deterioration, or improper expenditure of any non-public property shall be liable to make restitution or reimbursement to the mess or canteen concerned of the financial loss incurred.

(M)

38.03—ADMINISTRATIVE DEDUCTIONS

(1) The provisions of this article shall not apply to reimbursement of the Crown for moneys paid to a member of the public arising out of a claim against the Crown alleged to result from the negligence of any officer or man acting within the scope of his duties or employment. (*See Appendix II*).

(2) Any occurrence described in article 38.01 or 38.02 shall be investigated and, where it is considered warranted, an administrative deduction from the pay and allowances of the officer or man concerned, in an amount sufficient to make reimbursement in full or in part, may, subject to (3), (4), and (5) of this article, be ordered by: (*10 May 56*)

(*a*) the Chief of the Naval Staff; or

(*b*) except when a loss of or deficiency in public funds is involved

(i) the Senior Officer in Chief Command, or

(ii) the Captain.

38.03—ADMINISTRATIVE DEDUCTIONS—(Cont'd)

(3) An administrative deduction ordered under (2) of this article may be increased, reduced, or cancelled by the Chief of the Naval Staff.

(4) Except as provided in (7) of this article, before any administrative deduction is ordered under (2) of this article, or increased under (3) of this article, the officer or man concerned shall be given the opportunity to object on the ground that the proposed deduction is unwarranted or excessive.

(5) No administrative deduction shall be ordered by the Captain when:

(*a*) the amount of the proposed deduction exceeds one month's pay and allowances of the officer or man concerned; or

(*b*) the officer or man concerned objects on the ground that the proposed deduction is unwarranted or excessive.

(6) When, under (5) of this article, the Captain is precluded from ordering an administrative deduction he shall report the matter to the Senior Officer in Chief Command and forward with his report:

(*a*) all available evidence relating to the occurrence including minutes of the proceedings of any board of inquiry or other investigation; and

(*b*) any statement that the officer or man concerned may wish to make.

(7) When he considers it warranted, an authority mentioned in (2) of this article may, subject to the limitation prescribed in that paragraph:

(*a*) order an administrative deduction from the pay and allowances of

(i) an officer or man of the Regular Force who has been marked "Run", and

(ii) an officer or man of the Reserves who, without authority, remains absent from his naval division for a period in excess of three months; and

(*b*) direct that the pay account of a person who has been released be debited in an amount sufficient to make reimbursement in whole or in part in respect of an occurrence described in article 38.01 or 38.02 that took place prior to his release.

(8) The rate of recovery of an administrative deduction is determined by the Captain. (*See article 208.41—"Liquidation of Deductions".*)

(9) Any administrative deduction ordered under this article shall not prejudice disciplinary action against the officer or man concerned.

(G) (15 Dec 53)

(38.04: NOT ALLOCATED)

38.05—ADMINISTRATIVE DEDUCTIONS FOR BARRACK DAMAGES

(1) Every officer or man who is a member of a group occupying a cubicle, room, hut, tent, building or work in which damage to works and buildings or damage to or loss of barrack stores occurs as the result of negligence or misconduct, shall be liable to reimburse the Crown for the financial loss incurred.

38.05—ADMINISTRATIVE DEDUCTIONS FOR BARRACK DAMAGES—(Cont'd)

(2) The Captain shall investigate any occurrence described in (1) of this article and, if he is unable to ascertain the individual or individuals responsible and considers an administrative deduction warranted may, in accordance with orders issued by the Chief of the Naval Staff, order a deduction in an amount sufficient to make reimbursement in whole or in part from the pay and allowances of every officer and man in the group on a pro rata basis.

(3) An administrative deduction ordered under (2) of this article may be decreased or cancelled by the Chief of the Naval Staff or the Senior Officer in Chief Command.

(G) (7 Jan 54)

(38.06 TO 38.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 40

PAYING OFF—SHIPS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

40.01—PAYING OFF—GENERAL

A ship shall only be paid off into one of the following categories:

(*a*) dockyard control for major refit; or

(*b*) reserve; or

(*c*) placed on the disposal list.

(C) (22 Dec 54)

40.02—DATE OF PAYING OFF

When it has been decided by Naval Headquarters to pay off a ship into one of the categories listed in article 40.01, the actual date of paying off shall be determined by the Senior Officer in Chief Command after consultation with the Captain of the ship and the Commodore Superintendent.

(C) (22 Dec 54)

40.03—OFFICERS AND MEN RETAINED ON PAYING OFF

The Senior Officer in Chief Command or an officer designated by him shall regulate the officers and men who are required to be retained after paying off a ship or establishment, for the purpose of completing destoring, closing accounts, completing surveys, or replacing machinery.

(C) (22 Dec 54)

(40.04 To 40.09 INCLUSIVE: NOT ALLOCATED)

40.10—RESPONSIBILITIES OF THE CAPTAIN IMMEDIATELY PRIOR TO PAYING OFF.

The Captain of a ship to be paid off in accordance with article 40.01 shall ensure that:

(*a*) the ship is in a safe and proper condition for assumption of control by the Commodore Superintendent;

(*b*) the Heads of Departments are acquainted with the fact that the ship is to be paid off;

40.10—RESPONSIBILITIES OF THE CAPTAIN IMMEDIATELY PRIOR TO PAYING OFF—(Cont'd)

(*c*) the provisions of the following articles are complied with

(i) 27.95 (Disposition of Canteen Funds on Paying Off),

(ii) 27.99 (Disposition of the Ship's Fund),

(iii) 48.55 (Navigational Data Book),

(iv) 48.59(1)(d) (Navigational Instruments and Stores),

(v) 51.02(2) (Engineer Officer's Acquaintance and Note Books), and

(vi) 57.30(3) (Captain's Ship's Book), and

(vii) Naval Magazine and Explosive Regulations, article 150, paragraph 3 (Search for explosives and rendering certificate);

(*d*) the originals or authenticated copies of all orders received by him that have not been executed by him are given to the Senior Officer in Command in accordance with article 4.07(4) (Supersession of Officers);

(*e*) proper arrangements are made with the Commodore Superintendent for the receipt of all stores on board;

(*f*) an adequate staff is retained on board to destore the ship.

(C) (22 Dec 54)

(40.11 To 40.14 INCLUSIVE: NOT ALLOCATED)

40.15—RESPONSIBILITY OF THE COMMODORE SUPERINTENDENT WHEN A SHIP IS TO BE PAID OFF

When a ship is to be paid off in accordance with article 40.01, the Commodore Superintendent shall ensure that:

(*a*) a pre-arranged schedule is drawn up with the Captain of the ship so that the ship may be taken over satisfactorily by the Dockyard;

(*b*) suitable arrangements are made for receiving all stores that are to be landed from the ship;

(*c*) suitable arrangements are made as to acknowledgment of the custody of stores that are to be left on board the ship;

(*d*) suitable office space is provided for the staff that is to be retained to close out all accounts after the ship is paid off;

(*e*) the procedure for preservation of machinery is carried out in accordance with the instructions contained in the Engineering Manual;

(*f*) a list of all defects, alterations and additions outstanding is obtained from the ship;

(*g*) a proper destoring programme is laid down which will be acceptable to the ship taking into consideration the number of men available; and

(*h*) a thorough search for explosives is conducted in accordance with the Naval Magazine and Explosive Regulations, article 150, paragraph 3.

(C) (22 Dec 54)

(40.16 To 40.19 INCLUSIVE: NOT ALLOCATED)

40.20—PRECAUTIONS TO BE TAKEN TO AVOID LOSSES OR BREAKAGES

Every precaution shall be taken to avoid losses or breakages of stores when destoring a ship.

(C) (22 Dec 54)

(40.21 To 40.29 INCLUSIVE: NOT ALLOCATED)

40.30—GENERAL

(1) Every effort shall be made to ensure that the work of destoring a ship is equally distributed amongst all departments of the ship.

(2) The Captain of a ship about to be paid off in accordance with article 40.01 shall ensure that all reports and returns are completed and forwarded before he relinquishes his command.

(C) (22 Dec 54)

(40.31 To 40.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 41

MOVEMENTS OF SHIPS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

41.01—LIMITS TO MOVEMENTS OF SHIPS AND AIRCRAFT

(1) Without the approval of Naval Headquarters, no ships shall, except in an emergency, be sent beyond the limits of the area within which the Senior Officer in Chief Command has jurisdiction.

(2) When circumstances render necessary the dispatch of a ship beyond the limits named in (1) of this article, a report of the matter shall be forwarded to Naval Headquarters. *(See article 71.4101—"Reports of Movements of Ships and Aircraft beyond Command".)*

(3) The limits to the movements of aircraft shall be as prescribed in Naval General Orders. *(See article 71.4101—"Reports of Movements of Ships and Aircraft beyond Command".)*

(C) (4 May 53)

41.02—SAILING ORDERS

When a ship is ordered to sea, the authority who issues the order shall give the Captain in writing or by message sailing orders containing:

(*a*) full instructions concerning the duties to be performed;

(*b*) information needful to the safety of the ship; and

(*c*) any other information which is required or will be helpful to him.

(C)

41.03—NOTICE FOR STEAM—TIME AVAILABLE FOR REPAIRS

Whenever a ship completes a voyage, the Captain shall ascertain from the Senior Officer in Command the period of time available to examine and make good defects.
(See article 71.4102—"Extended Notice for Steam to Make Good Defects—Reports".)

(C)

41.04—DELAYS IN SAILING AND READINESS FOR SEA

(1) When anything occurs which affects the readiness for sea of his ship or when it is necessary to delay her departure, the Captain shall report the matter to the Senior Officer in Command.

41.04—DELAYS IN SAILING AND READINESS FOR SEA—(Cont'd)

(2) The Senior Officer in Chief Command shall report to Naval Headquarters when:

(*a*) an accident affects the readiness for sea of a ship under his command; or

(*b*) he considers that a ship has been unnecessarily

(i) delayed in sailing, or

(ii) put back or brought into port.

(*See article 71.4103—"Reports of Delays in Sailing and Readiness for Sea".*)

(C)

41.05—SHIP LEAVING STATION

(1) When a ship is ordered to proceed to another station or abroad, other than on a cruise, the Senior Officer in Command shall arrange that any articles awaiting conveyance to the destination or any port of call of the ship are placed on board, having due regard for the safety of the ship.

(2) The Senior Officer in Command shall also send in the ship all invalids and others entitled to passage according to circumstances.

(3) A nominal list of all officers embarked for passage shall be forwarded to Naval Headquarters and a nominal list of all men shall be forwarded to the R.C.N. Depot by the Senior Officer in Command when the passages are arranged. Alterations to these lists shall be sent by message.

(*See article 49.39—"Shipping Explosives".*)

(C)

41.06—MOVEMENTS OF SHIPS IN DOCKYARDS

The Superintendent of the Dockyard shall make arrangements for all movements of ships which are about to be placed in, or are under dockyard control.

(*See article 48.24—"Charge of Ship in Dockyard Ports, Locks and Basins".*)

(C)

41.07—TOWING OPERATIONS

(1) When it is necessary to tow a ship, vessel or floating dock for a long distance from port, the Senior Officer in Command shall:

(*a*) except in the case of urgency, not order the operation in winter or during unsettled weather;

(*b*) issue sailing orders which give the officer in charge of the operation all possible discretion; (*See article 41.02—"Sailing Orders".*)

(*c*) inform Senior Officers at intermediate ports of the sailing.

41.07—TOWING OPERATIONS—cont'd.

(2) When the place from which the tow is to commence is in an area not under the jurisdiction of an officer of the rank of Captain or above, Naval Headquarters shall direct an authority to assume the duties enumerated in (1) of this article.

(3) Naval Headquarters shall be informed of the movements of the tow as fully as possible consistent with security.

(4) *Survey of Lighters and Similar Vessels.* Lighters and similar vessels shall be surveyed by a competent authority before being towed to determine whether they can stand the strain of being towed.

(C)

41.08—HIRING TUGS

(1) In a case of urgency the Senior Officer present may authorize the hire of tugs without the approval of Naval Headquarters.

(2) In the absence of local arrangements, the Senior Officer present shall contract with the masters of the tugs, ensuring that the charges are not higher than the custom or regulations of the port sanction. The certificate given to the masters of the tugs shall state the gross tonnage or registered tonnage on which the charges are made and the amount payable for that tonnage.

(3) The Senior Officer present shall forward to Naval Headquarters a report of the circumstances which rendered the hire of tugs necessary together with a copy of the agreement. (*See article 71.4104—"Reports of Hiring Tugs."*)

(M)

41.09—SURVEYING SHIPS

(1) Although a surveying ship is under the orders of the Senior Officer in Chief Command of the station on which she happens to be, her program of work and the directions for her movements shall, normally, eminate from Naval Headquarters.

(2) If it is necessary for the Senior Officer in Chief Command to divert her from her duties or to interfere with her operation, he shall report the matter to Naval Headquarters. (*See article 71.4105—"Reports of Interference with Surveying Ships."*)

(3) Except when diverted as prescribed in (2) of this article, surveying ships shall not be required to follow the Senior Officer's motions. (*See article 44.02—"Following Motions of Senior Officer".*)

(C)

41.10—BERTHING NEAR COPPERED VESSELS

No ship shall be:

(*a*) secured alongside; or

(*b*) anchored near; or

(*c*) secured to the same moorings as;

a coppered vessel.

(*See Naval General Orders regarding ship to shore electric leads.*)

(C)

(41.11 TO 41.15 INCLUSIVE: NOT ALLOCATED)

41.16—PILOTAGE OF MERCHANT VESSELS

(1) Subject to the concurrence of the Master, the Senior Officer present, may, if he considers it necessary, order a naval officer to take charge of a chartered or other vessel of the mercantile marine.

(2) (*a*) The Senior Officer shall bear in mind that an order given under (1) of this article may involve the acceptance by Naval Headquarters of responsibility for any damage done. (*See article 19.41—"Admission and Acceptance of Liability."*)

(*b*) Officers shall not be sent in charge to merchant vessels unless circumstances justify acceptance of the responsibility.

(*c*) This shall not, however, prevent the sending of an officer to advise and assist the master of a vessel at his request, but he shall not take charge except under the circumstances described in (b) of this paragraph.

(3) An officer acting under the provisions of this article shall ensure that the master of the merchant vessel is aware of the capacity in which he is acting, whether in charge or as adviser.

(C)

(41.17 TO 41.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 42

PRESERVATION, REPAIRS AND DOCKING

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—Preservation

42.01—RESPONSIBILITY FOR PRESERVATION OF SHIP

(1) The head of each department in the ship shall be responsible for the preservation of all materiel under his charge and that any defect in materiel that is in his department, but not under his charge is reported to the proper authority. *(See article 4.33—"Heads of Departments".)*

(2) When a constructor officer is borne in the ship, he shall be responsible for the preservation of:

(*a*) the ship's structure, and he shall assist the Engineer Officer at all inspections of the

(i) double bottoms,

(ii) watertight compartments,

(iii) bulge compartments,

(iv) bilge compartments,

(v) bilges,

(vi) coal bunkers, and

(vii) oil tanks;

(*b*) all spaces that are not under the charge of the Engineer Officer;

(*c*) all

(i) ports,

(ii) scuttles,

and their fittings; *(22 Dec 54)*

(*d*) all armoured and unarmoured

(i) doors,

(ii) hatches,

(iii) skylights,

(iv) ventilators, and

(v) other openings,

and associated lifting and securing arrangements; *(22 Dec 54)*

42.01—RESPONSIBILITY FOR PRESERVATION OF SHIP—(Cont'd.)

(*e*) all
- (i) capstans,
- (ii) cable holders,
- (iii) windlasses,

and their brakes and deck glands;

(*f*) all manual pumps, fresh water and sanitary services and the
- (i) pipes,
- (ii) valves,
- (iii) cocks, and
- (iv) other fittings,

of the fresh water and sanitary services from gravity tanks;

(*g*) fresh water tanks;

(*h*) rudder;

(*i*) all
- (i) masts,
- (ii) yards,
- (iii) derricks,
- (iv) davits,
- (v) guard rails, and
- (vi) ridge ropes;

(*j*) the
- (i) hulls,
- (ii) fixtures,
- (iii) oars, paddles and masts

of all boats and life rafts; and

(*k*) all keys and locks.

(3) When no constructor officer is borne in the ship, responsibility for the items listed in (2) of this article shall be assumed as follows:

(*a*) the Executive Officer, items listed in (*i*), (*j*) and (*k*); and *(22 Dec 54)*

(*b*) the Engineer Officer, all other items.

(4) The Boatswain shall be responsible:

(*a*) to the Executive Officer for the preservation of the
- (i) standing rigging,
- (ii) running rigging,
- (iii) boats' falls,
- (iv) derrick purchases,
- (v) canvas gear, and
- (vi) anchors, cables and their gear, and that the inboard ends of the cable are properly secured; and

(*b*) to the Navigating Officer for the preservation of towed logs.

(See article 51.30—"Water-Tight Doors, Ventilating System and Openings" and the Engineering Manual, Chapter 1—"Personnel".)

(C) (16 May 52)

42.02—EXAMINATION OF STRUCTURE AND FITTINGS BY SHIP'S OFFICERS

(1) The ship's officers shall conduct continuous examination of:

(a) every accessible part of the

(i) outer bottom,

(ii) inner bottom,

(iii) plating,

(iv) framing,

(v) bulkheads, and

(vi) deck plating;

(b) all watertight doors and hatches below the weather deck which contribute to the strength or watertight sub-division of the ship; and

(c) all fittings which are permanently attached to the hull and on which the safety of life depends.

(2) *Wooden and Composite Vessels.* The progressive examination prescribed in (1) of this article shall be completed within a period of three years in wooden and composite vessels.
(3) The record of the examination prescribed in (1) (*a*) and (*b*) of this article shall be kept in Book S.338.

(*See article 71.4201—"Report of Examination of Structure and Fittings by Ship's Officers."*

(C)

42.03—GENERAL SURVEYS

(1) *General Surveys.* A general survey shall be made when a ship is:

(*a*) paid off into Dockyard control for large refit; or

(*b*) between eight and nine years old, reckoned from the date of commissioning as a new ship.

(2) *Periodical Surveys.* Except where the instructions contained in (1) of this article apply, periodical surveys by Dockyard officers shall:

(*a*) generally be confined to the hull only; and

(*b*) be independent of the progressive examination of structure prescribed in article 42.02

(3) *Surveys of Fittings.* A specific survey of particular parts or fittings related to the machinery or equipment may be undertaken by the Dockyard when:

(*a*) the ship's staff cannot perform the survey; or

(*b*) it is necessary or expedient.

When it is desired that a survey of this nature be made, it shall be included in the Defect List (pink) and the approval of Naval Headquarters shall be obtained before the survey is performed.

(4) *Records.* Records of the surveys prescribed by this article shall be kept in Book S. 338.
(*See article 71.4202—"Application for and Report of Survey."*)

(C)

42.04—SURVEYS OF PLATES AND FRAMES

(1) *Surveys by Dockyard Officers.* The surveys of plates and frames prescribed in this article shall be made by dockyard officers whenever practical.

(2) *When Surveys cannot be conducted by Dockyard Officers.* If it is unpractical that the survey be made by dockyard officers when it comes due, the Captain shall inform the Senior Officer in Chief Command of this fact. The Senior Officer in Chief Command shall arrange that the survey be made and reported by the Engineer Officer and Constructor Officer of another ship.

(3) *Application for Survey.* When the time arrives for the survey of the plates and frames of a ship in commission (*see(4) of this article*), the Captain shall make application for the survey to be made by the Dockyard officers. (See *article 71.4202—"Application for and Report of Survey"*.)

(4) *Surveys to be made.* The surveys of plates and frames prescribed in the Engineering Manual shall be made within the periods specified in the following table:

42.04—SURVEYS OF PLATES AND FRAMES—cont'd.

Type of Ship	Title of Survey	Time of Survey	Remarks
(*a*) (i) Aircraft Carriers (ii) Cruisers	Quadrennial	every four years	The survey may be extended over two refits if necessary, provided the period between the surveys does not exceed the four year limit. The normal period of refit shall not be extended for completion of the survey without the approval of Naval Headquarters.
(*b*) Small vessels the whole of whose bottom platin is more than ¼ inch in thickness	Biennial	every two years	
(*c*) (i) Destroyers (ii) Vessels in which any part of the bottom plating is ¼ inch or less in thickness (iii) wooden and composite vessels	Annual	every year	
(*d*) Submarines		every refit	

In addition to the surveys prescribed in this paragraph, the plates and frames in compartments which contain buoyancy tubes or drums shall:

(*a*) be sighted periodically; and

(*b*) have the manhole covers removed every six months;

If water has collected on the deck the necessary tubes or drums shall be removed and the plates, frames and any other parts affected shall be scraped and painted.

(5) *Variation in Period Between Surveys.* Any proposed variation in the period between surveys, either extending or shortening it, shall be submitted to Naval Headquarters for consideration.

(6) *Basis of Surveys.* The records of periodical examination by the ship's officers contained in Book S. 338 and Form S 180 shall form the basis of the survey by the dockyard officers.

(7) *Records of Surveys.* The dockyard officers shall maintain a record of each survey in Book S. 338 and Form S. 171 to ensure that:

(*a*) the whole structure of the ship is surveyed; and

(*b*) where the work is not completed during the first period of survey, the areas surveyed subsequently do not overlap those already surveyed.

(*See article 71.4202—"Application for and Report of Survey."*)

(8) *Fuel on Board Prior to Survey.* When the survey of coal bunkers or fuel tanks is due or approaching, a ship in commission shall arrive in the port at which the survey is to be conducted with as little coal or oil fuel as can be conveniently arranged. (*See (3) of article 51.42—"Stowage Capacity and Expenditure of Fuel and Water."*)

(9) *Work to be performed by Ship's Company.* When surveys are made, the ship's company shall perform the following duties:

42.04—SURVEYS OF PLATES AND FRAMES—cont'd.

(i) clear all compartments involved,

(ii) scrape and clean all parts to be surveyed,

(iii) move any material required,

(iv) open the machinery, boilers and equipment as requisite, and

(v) in ships that are to remain in commission, paint the structure after the survey has been completed.

(C)

42.05—SURVEY OF ESCAPE MANHOLE COVERS

(1) Shortly before a refit is due, the ship's staff shall survey all escape manhole covers and all those found defective shall be included in the Defect List.

(2) On completion of a refit the Captain shall select not more than six escape manhole covers in the ship to be tested by the Dockyard under air pressure. The results of these tests shall be regarded as indicative of the efficiency of the escape manhole covers throughout the ship.

(3) When a ship is in Dockyard hands for large repairs, the Dockyard officers shall, on completion of the other work, survey and repair all escape manhole covers in the ship and shall then apply the tests prescribed in (2) of this article.

(C)

42.06—BALLAST COMPARTMENTS

The Constructor Officer shall be present on every occasion when the ballast compartments are being filled with or emptied of water ballast and he shall report to the Executive Officer if he observes any sign of stress or weakness in the bulkheads.

(*See article 4.44—"Officer of the Watch at Sea."*)

(C)

42.07—EXAMINATION OF SOIL PIPES

Soil pipes of waterclosets shall be examined at intervals not exceeding two years.

(C)

42.08—SURVEYS AFTER COLLISIONS

(1) When a collision which involves one of His Majesty's Canadian Ships has occurred, or is alleged to have occurred, the Senior Officer present shall:

42.08—SURVEYS AFTER COLLISIONS—cont'd.

(*a*) have the damage or alleged damage to all ships and materiel involved surveyed;

(*b*) forward the report of survey prescribed in article 71.4203 (Report of Survey after Collision); and

(*c*) afford the owner of the other vessel and his representatives all reasonable opportunity to survey the damage done to His Majesty's Canadian ship.

(2) The Senior Officer in Chief Command shall decide whether His Majesty's Canadian ship will be surveyed in a dockyard port or in a commercial port. The instructions given in (3) of this article shall be followed by the:

(*a*) Superintendent of the Dockyard, if the survey is to be made in a dockyard port; or

(*b*) Senior Officer present in the port, if the survey is to be made in a commercial port.

(3) The relevant officer denoted in (2) of this article shall:

(*a*) arrange for the survey of His Majesty's Canadian ship;

(*b*) if requested by the Captain of His Majesty's Canadian ship, arrange for the survey of the other vessel when it is practical; and

(*c*) inform the owner of the other vessel

(i) of the date and place of survey of His Majesty's Canadian ship, and

(ii) if it is intended to delay the survey of the under-water damage until the next docking, the date and place that the ship will be docked.

(4) *Admission of Liability.* In all communications with the owner of any vessel or property involved in a collision or alleged collision, or his representative, that relates to any matter connected with the collision or alleged collision, it shall be made clear that the action being taken is "without prejudice" and is not to be construed as an admission of liability or as a waiver of any legal right.

(*See articles 71.4803—"Report of Touching Ground and Collisions" and 48.31—"Touching Ground and Collisions."*)

(C)

42.09—LIME

(1) When compartments, bilges or wings cannot be completely dried to enable them to be coated, well-slaked lime shall be placed in the water remaining, to ensure its alkalinity.

(2) The following precautions shall be observed when mixing unslaked lime and water

(i) water shall be added to the lime, not lime to water,

(ii) lumps shall not be used, and

(iii) goggles shall be worn by men so employed.

(C)

42.10—DECKS

Wood decks shall:

(*a*) not be scraped with holystones, except to remove pitch after caulking;

(*b*) be cleaned with hot water and soap.

(C)

42.11—FLAGSTAFFS AND MASTS IN NAVAL ESTABLISHMENTS

(1) Flagstaffs and masts shall be surveyed annually.

(2) *Wood Masts.*

(*a*) The survey of wood masts shall consist of scraping and examination by pricking in the way of mast funnels.

(*b*) The topmast shall be painted at intervals not exceeding two years.

(*c*) Wood masts shall be painted after each annual survey.

(*d*) If it is decided that the ship's company is not capable of carrying out the annual survey of masts and yards, the Captain shall forward a requisition through the Senior Officer in Command.

(3) *Steel Masts.*

(*a*) Steel masts shall normally be surveyed

(i) if less than 200 feet, by dockyard labour or contract,

(ii) if 200 feet or over, by civil structural engineering companies under contracts arranged at Naval Headquarters.

(*b*) Steel masts shall be

(i) painted biennially, unless otherwise ordered by the surveying engineer, and

(ii) painted by dockyard labour or contract.

(4) *Standing Rigging.* Standing Rigging shall be blacked down annually, except non-corrosive types.

(5) *Steel Lattice Towers.* The fastenings of all steel lattice towers, shall be examined:

(*a*) at the end of the initial year of service; and

(*b*) at the annual surveys.

(6) *Stations.* The officer in charge of a radio station shall be responsible:

(*a*) for the aerials and masts;

(*b*) not to depart from or make additions to the approved arrangements of aerials or of the masts, except in cases of light temporary experimental aerials less than seventy feet in height and kept in position less than three months, without prior approval from Naval Headquarters.

(*See article 71.4250—"Application for and Report of Survey of Flagstaffs and Masts in Naval Establishments."*)

(C)

42.12—PERIODICAL SURVEYS OF HYDRAULIC AND GUN MOUNTING MACHINERY

(1) *Information Required by Dockyard.* Two months before a ship is due to be taken in hand by a dockyard for annual refit, the information necessary to enable the dockyard officers to form an estimate of the time and cost required for survey and refit of the hydraulic gun mounting machinery, that is beyond the capacity of the ship's staff, shall be forwarded to the refitting dockyard.

42.12—PERIODICAL SURVEYS OF HYDRAULIC AND GUN MOUNTING MACHINERY—cont'd.

(2) *Examination.* Before forwarding the summary and estimate prescribed in (2) of this article, an examination of the hydraulic gun mounting machinery shall be made by the Dockyard officers in conjunction with the ship's officers, the various machines being worked if necessary. The estimate shall provide for the detailed examination and refit of the portions that are most in need of it. The amount of refitting to be carried out depends on the conditions revealed by the detailed examination.

(3) *Maintenance.*

(*a*) While the general efficiency of the whole of the gun mounting shall be maintained, as much work shall be done each year as is necessary to ensure that the machinery has undergone a complete survey and refit by the end of five years.

(*b*) The portions of the machinery which require the most time for examination and refit shall be dealt with, where practicable, during large refits or other special circumstance.

(4) *Defect Lists.* All defects existing in the hydraulic gun mountaning machinery which require Dockyard attention shall be included in the Defect Lists.

(5) *Dockyard Assistance.* When it is not considered possible for the ship's staff to carry out the whole of the work of examination and closing up, a report containing:

(*a*) the reasons for requiring Dockyard assistance; and

(*b*) a list of the work it is proposed to carry out wholly or partially by Dockyard labour; shall be forwarded with the estimate to Naval Headquarters for decision.

(6) *Ships in Reserve.*

(*a*) A very thorough examination shall be made by the Ordnance Staff of Commanding Officer Reserve Fleet of ships passing into Reserve.

(*b*) The work which can be carried out by ship's staff in ships in Reserve is dependent on the amount of naval personnel available, however, every effort shall be made to reduce the work to be carried out by the Dockyard to a minimum.

(7) *General*

(*a*) The result of the periodic examinations which are carried out by the ship's staff shall be entered in the appropriate Register of Gun Mountings.

(*b*) As most of the examinations in connection with the survey are included in the periodic examinations, reference shall be made to the Register to assist in

(i) arringing at an accurate estimate of the condition of the gun mounting machinery, and

(ii) reducing the amount of work involved in opening out for inspection and other operations necessary at the periodic survey.

(*c*) The periodic examinations by ship's staff described in (*a*) of this paragraph shall still be maintained at the specified intervals in addition to those carried out during survey.

(*See article 71.4251—"Report of Hydraulic Gun Mounting Machinery—Periodic Survey".*)

(C)

42.13—FITTINGS IN TURRETS AND BARBETTES

In ships fitted with turrets or barbettes:

(*a*) the surface between the leathern flaps and the glacis plates round the turrets or barbette shields shall be lubricated frequently to prevent the rapid wearing away of the leather;

(*b*) the rollers under the turrets or barbettes shall be examined and lubricated periodically;

(*c*) the turrets or barbettes shall be revolved frequently.

(C)

42.14—CARE OF FUELING HOSE

The Engineer Officer shall ensure that:

(*a*) metallic hoses are kept

(i) clean and well lubricated on the outside, and

(ii) lying flat and stretched out in a position where other articles cannot be placed on top of them;

(*b*) rubber oil fuel hoses are kept

(i) clean, and

(ii) coiled loosely in a position where other articles cannot be placed on top of them.

(C)

(42.15 TO 42.22 INCLUSIVE: NOT ALLOCATED)

42.23—DEFECTS IN AND ACCIDENTS TO MATERIEL

When there is a serious accident to any part of the materiel or a material defect is discovered:

(*a*) the materiel shall be left as nearly as possible in the condition in which it was found immediately after the accident occured or the defect was discovered;

(*b*) the specialist officers concerned and when machinery is defective the Engineer Officer, shall conduct a joint examination of the materiel;

(*c*) the reports prescribed in article 71.4205 (Defects in and Accidents to Materiel) shall be forwarded;

(*d*) if there is a "Memorandum of Inspection" for the defective materiel, a notation of the accident and defect shall be entered on it.

(*See article 4.07—"Supersession of Officers."*)

(C)

Section 2—Repairs and Defects

42.24—DOCKYARD REPAIRS TO SHIPS IN COMMISSION

When ships in commission come into dockyard hands to have defects remedied, only those defects that:

(*a*) have been reported by the officers of the ship;

(*b*) have been found by the examining officers; and

(*c*) are discovered in the process of making good known defects;

and that are approved to be taken in hand, shall be made good. No special examination shall be made in search of further defects.
(*See article 71.4208—"Report of Completion of Defects."*)

(C)

42.25—REFITS OF H.M.C. SHIPS

(1) Her Majesty's Canadian ships shall normally be refitted at specified periods and placed in drydock at the times prescribed in article 42.56 (Periodical Docking), refit and docking periods being concurrent whenever this is possible and practical.

(2) Normal periods for refit shall be regarded as the time required to do the work using day labor without overtime. The supply of materials shall be arranged so that they are available before the refit starts.

(3) Periods for self-refit by ship's staff shall be arranged periodically when ships are in port at times when general granting of leave is not authorized. One self-refit period should be arranged so as to precede the annual refit by four months in order to allow ship's staff to carry out examination and thus assess the actual defects for inclusion in the main annual defect list. Dockyard assistance during these periods shall be limited to those urgent items which are beyond the capability of ship's staff. (*See article 42.30—"Defects—Work Done by Ship's Staff".*)

(4) Except in unusual circumstances and subject to prior approval of Naval Headquarters, refit periods should not exceed the times indicated in the table to this article. (*See article 71.4204—"Annual Report of Ships Requiring Large Repairs".*)

(5) Prior to commencing any refit a planned completion date shall be established. Work required during the refit shall be fully completed one week in advance of the planned completion date. The final week shall be utilized for the complete testing of machinery, hull, electrical and ordnance equipment before the ship moves from the refitting berth.

(6) Overtime shall not normally be worked without proper approval by Naval Headquarters. In cases where minor employment at overtime rates is found to be of advantage and conducive to ultimate economy, however, the necessary action may be taken locally, the particulars being reported to Naval Headquarters by message.

(*See article 71.4207—"Report of Estimated Date of Completion of Refit".*)

(C)

42.25—REFITS OF H.M.C. SHIPS—(Cont'd)

TABLE TO ARTICLE 42.25

(See Article 71.4207—"Report of Estimated Date of Completion of Refit".)

(1) CLASS OF SHIP	(2) PERIOD AND FREQUENCY OF REFIT	(3) PERIOD AND DURATION OF SELF-REFIT
Carrier	For each 24-month operational period: (a) 1 month minor refit during the first 12 months for urgent items. (b) 15 weeks major refit during the second 12-month period	For each 24-month operational period: (a) 15 working days during 12 months (minimum 5 days per occasion) (b) 15 working days during second 12 months (minimum 5 days per occasion)
Cruiser	15 weeks refit within each 24-month operational period.	25 days between refits (mini mum 5 days per occasion)
Destroyer	12 weeks refit within each 18-month operational period.	20 days between refits (minimum 5 days per occasion)
Smaller Ships	7 weeks refit within each 12-month operational period.	15 days between refits (minimum 5 days per occasion)

(C) (15 Apr 55)

42.26—DEFECTS IN SHIPS REFITTED IN OTHER PORTS

Whenever a ship that has been newly commissioned or that has recently been refitted at one port arrives at another port and forwards a list of defects to be made good or alterations required that are not evidently caused by:

(*a*) stress of weather;

(*b*) accident; or

(*c*) collision;

the Senior Officer in Chief Command shall, before taking further action in the matter, order a survey to be held to enquire into the causes of the defects and the need for the alterations.

(See article 71.4209—"Reports of Defects in Ships Refitted in Other Ports".)

(C)

42.27—RECORD OF DEFECTS

(1) The head of each department shall keep Book C.N.S. 342 (Record of Defects) for his department.

(2) When a defect list is forwarded Books C.N.S. 342 shall be made available to the Superintendent of the Dockyard should he require them, but he shall not retain them for more than three working days and they shall be completed to date by the heads of departments concerned immediately upon their return to the ship.

(See articles 45.46—"Inspection of Ship's Books by Senior Officer in Command", 45.47—"Inspection of Ship's Books by Captain" and 45.19—"Inspections of Ships and Establishments".)

(C)

42.28—AUTHORITY TO MAKE GOOD DEFECTS

(1) The Superintendent of the Dockyard may authorize defects that occur between periods of refit to be made good, provided that:

(*a*) they are of a minor nature;

(*b*) the cost of making them good does not exceed the amount of money that he is authorized to expend without the prior approval of Naval Headquarters; and

(*c*) they have not been included in a supplementary defect list. (*See* (*4*) *of article 71.4210—"Rendering of and Reports on Defect Lists."*)

(2) All other defects shall be submitted for the approval of Naval Headquarters before they are undertaken.

(*See articles 42.29—"Defect Lists—Work Done by Dockyard" and 71.4210—"Rendering of and Reports on Defect Lists."*)

(C)

42.29—DEFECT LISTS—WORK DONE BY DOCKYARD

(1) Defect lists shall, normally, only be rendered in accordance with the table to this article.

(2) Upon receipt of a defect list from a ship, the Superintendent of the Dockyard shall:

(*a*) arrange where and by whom the work shall be done, wherever practical allocating items within their capacity to the local Mechanical Training Establishments and other naval workshops;

42.29—DEFECTS LISTS—WORK DONE BY DOCKYARD—(Cont'd)

(*b*) where applicable, render the reports prescribed in article 71.4210(Rendering of and Reports on Defect Lists); and

(*c*) if considered advisable, arrange through the Senior Officer of the group to which the ship belongs for the Dockyard Officers to visit her and examine the work to be done in company with the ship's officers.

(*See article 42.28—"Authority to Make Good Defects" and Chapter 36*).

(C)

TABLE TO ARTICLE 42.29

(See article 71.4210—"Rendering of and Reports on Defect Lists")

(1) Title of Defect List	(2) Contents	(3) When Rendered	(4) Remarks
(a) Annual	All defects which cannot be made good by the ship's staff.	To reach Naval Headquarters at least six weeks before the ship is due to start refit period.	
(b) Semi-Annual Docking	Only defects that require immediate attention and which cannot be made good by the ship's staff.	To reach Naval Headquarters at least six weeks before the ship is due to dock.	Rendered by ships that dock at six-month intervals (*see article 42.56 "Periodical Docking"*) and then only when necessary.
(c) Supplementary	Defects that develop after the despatch of the annual or semi-annual defect list and which cannot be made good by the ship's staff.	When necessary, as soon as possible after the annual or semi-annual defect list has been forwarded.	To be confined to items of work already in hand but insufficiently covered by the item in the annual Defect List.

(C) (NS 1920–300) (1 Apr 57)

42.30—DEFECTS—WORK DONE BY SHIP'S STAFF

(1) *Work Not to be Included in Defect Lists.* The following items shall not be included in the ship's defect list:

(*a*) defects that can be made good by the ship's staff with

(i) stores provided in her establishment, or

(ii) materials drawn from the Dockyard, or

(iii) if away from a dockyard port, stores or materials from another ship;

(*b*) the general examination, testing and inspection of installations and systems that can be done by naval labour.

42.30—DEFECTS—WORK DONE BY SHIP'S STAFF—(Cont'd)

(2) *Repairs by Ship's Staff.* The items of work that shall normally be dealt with by the ship's staff as they arise are prescribed by the Chief of the Naval staff.

(*See article 71.4210—"Rendering of and Reports on Defect Lists" and Chapter 36.*)

(C)

42.31—DEFECTS—WORK DONE WITHIN GROUP OR FLEET

(1) When defects are found that cannot be made good by the ship's staff or within the capacity of the ship's establishment of materiel, but that can be made good with the staff and, if the ships are not in a dockyard port, materiels available within the group or fleet, the Captain shall request his Senior Officer to supply the needed assistance.

(2) The Senior Officer shall:

(*a*) if the assistance can be supplied by the group under his command, make the necessary arrangements; or

(*b*) if the assistance cannot be supplied by the group under his command, forward the request to the Senior Officer in Command.

(3) The Senior Officer in Command shall:

(*a*) make arrangements to supply the required assistance; and

(*b*) if the necessary materiels are not available amongst the ships present, forward a demand for them to the nearest dockyard, stating the

(i) nature of the defects to be repaired,

(ii) materiel required to make them good,

(iii) place to which the materiels shall be forwarded,

(iv) date by which the materiels are required, and

(v) proposed method of conveyance of the materiels.

Only the materiels that are actually needed for the repairs shall be demanded.
(*See Chapter 36.*)

(C)

(42.32 TO 42.35 INCLUSIVE: NOT ALLOCATED)

Section 3—Alterations and Additions

42.36—ALTERATIONS AND ADDITIONS—GENERAL

(1) *Definitions.*

(*a*) An "Alteration" is any modification to a ship, her fittings or materiel whether or not any financial expenditure is involved.

42.36—ALTERATIONS AND ADDITIONS—GENERAL—(Cont'd)

(*b*) An "Addition" is any alteration to a ship, her fittings or materiel that includes the addition of any machinery or gear to her structure, whether or not any financial expenditure is involved.

(2) In the definitions given in (1) (*a*) of this article, the term "fittings or materiel" excludes the following ordnance equipment:

(*a*) guns;

(*b*) gun mountings;

(*c*) fire control equipment;

(*d*) underwater weapons; and

(*e*) launchers.

(3) Except in cases of emergency that involve the safety of the ship or her crew, no Alteration or Addition, however minor, shall be made until the approval of Naval Headquarters has been received. When an Alteration or Addition has to be made without the prior approval of Naval Headquarters, a complete report of the circumstances, together with forms CNS 1182 (Submission of Items of Alterations and Additions), CNS 339A (Reporting Completion of Defects—Alterations and Additions) and CND 2005 (Job Order and Summary of Cost (White)) shall be submitted immediately to Naval Headquarters through the Senior Officer in Chief Command. (*2 Feb 56*)

(C)

42.37—ALTERATIONS AND ADDITIONS—PROPOSALS

An Alteration or an Addition may be:

(*a*) originated by Naval Headquarters;

(*b*) requested by the Admiralty if the ship concerned is on loan to the Royal Canadian Navy;

(*c*) proposed by the Senior Officer of a group; or

(*d*) proposed by the Captain of a ship or fleet establishment.

(*See article 71.4211—"Report of Proposed Alterations and Additions".*)

(C)

42.38—ALTERATIONS AND ADDITIONS—NUMBERING AND CLASSIFICATION

(1) *Numbering of Items.*

(*a*) Except for the provisional numbers prescribed in (c) of this paragraph, one serial number only shall be given to each alteration and addition, and it shall not be changed throughout the life of the ship.

(*b*) Ships larger than destroyers shall be dealt with individually, the serial numbers being allocated by the ship's officers.

(*c*) Destroyers and smaller vessels shall be dealt with by classes; serial numbers that shall apply to all ships of the class, being allocated by Naval Headquarters. Provisional numbers shall be allocated by the Senior Officer in Command when an item is first submitted.

42.38—ALTERATIONS AND ADDITIONS—NUMBERING AND CLASSIFICATION—(Cont'd)

(2) *Classification of Items.*

(*a*) When a proposed Alteration or Addition is received from a ship, the Senior Officer in Command shall classify it provisionally under one of the following headings

(i) A—items that are sufficiently important, or that likely will result in such economy, that the work should be undertaken at the first opportunity,

(ii) B—items that are sufficiently important, or that likely will result in such economy, that the work should be undertaken at the next refit,

(iii) C—items that should be done during reconstruction, large repairs, or the retubing refits of small vessels,

(iv) D—items that, though they do not merit the expenditure of money in existing ships, should be incorporated in future design.

(*b*) Naval Headquarters will state the final classification of each item when the decision "Approved" or "Approved in Principle" is promulgated. (*See article 42.39*)

(C)

42.39—ALTERATIONS AND ADDITIONS—DECISIONS

(1) The decision of Naval Headquarters on the disposal of a proposed Alteration or Addition shall be issued in one of the forms described in (2) to (6) inclusive of this article.

(2) *"Approved"*. An item approved as a requirement and which entails no further final expenditure other than installation costs, for example those for which:

(*a*) no materiel is required;

(*b*) materiel is already held in RCN stores; or

(*c*) materiel is procurable locally;

the word "Approve" does not imply financial authority to carry out the work involved in a ship or class of ship. Forms Can. D.275A (Submission for Financial Approval of Estimated costs to carry out an Alteration and Addition Item) shall be submitted and approved for each individual ship before an Alteration and Addition is taken in hand.

(*25 Jun 57*)

(3) *"Approved in Principle"*. Designates an item which has been approved as a requirement but for which materiel is required to be purchased by Naval Headquarters. A decision may therefore read:

(*a*) "Approved in principle" for a class of ship; and

(*b*) "Approved" for a particular ship of that class, when special materiel is available for one installation only.

(4) *"Deferred"*. Designates an item considered by Naval Headquarters to be dependent on future plans or policy for the class of ship or individual ship and on which an immediate decision cannot be rendered.

(5) *"Not Approved"*. Designates an item which is not approved by Naval Headquarters.

(6) *"Cancelled"*. Designates an item which is considered by Naval Headquarters:

(*a*) to have been incorporated in another item; or

(*b*) is no longer applicable due to changes in plans or policy for the class of ship or individual ship.

(*See article 42.38.*)

(C)

42.40—ALTERATIONS AND ADDITIONS—STANDARD LISTS

(1) Standard Lists of Alterations and Additions for individual ships or for classes of ships will be issued by the Chief of the Naval Staff.

(2) Instructions will be issued by Naval Headquarters in a memorandum when an Alteration or Addition contained in the Standard List is to be made.

(*See article 42.41.*)

(C)

42.41—ALTERATIONS AND ADDITIONS—FINANCIAL APPROVAL

(1) Financial approval in the form of a Financial Allotment is the final authority to make an Alteration or Addition that involves the expenditure of money.

(2) When a ship is taken in hand for refit, Naval Headquarters will furnish the Superintendent of the Dockyard with a copy of the Financial Allotment for each Alteration and Addition and all costs of material and labour for each Alteration or Addition shall be charged to the Financial Allotment that covers it.

(*See articles 42.40—"Alterations and Additions—Standard Lists" and 71.4212—"Application for authority to Make Alterations and Additions".*)

(C)

42.42—ALTERATIONS AND ADDITIONS—WORK BY DOCKYARD AND SHIP'S STAFF

(1) *Work by Dockyard.* Alterations and Additions that must be done by the dockyard shall only be made:

(*a*) during a ship's first commission after acceptance from the builders;

(*b*) during reconstruction or large repair refits; (*See article 71.4204—"Annual Report of Ships Requiring Large Repairs".*) and

(*c*) when ordered by Naval Headquarters.

(2) *Work by Ship's Staff.* Except when the end of the fiscal year has intervened, Alterations and Additions:

(*a*) that have been designated "Approved"; and

(*b*) that are within the capacity of the ship's staff to effect;

may be made at any time within six months of the date upon which final approval was given.

(*See articles 42.41—"Alterations and Additions—Financial Approval" and 71.4212—"Application for Authority to Make Alterations and Additions".*)

(C)

42.43—ALTERATIONS AND ADDITIONS—MATERIELS

(1) *Materiel.* Arrangements for the supply of any special materiel required for an Alteration or Addition shall be made by Naval Headquarters.

(2) *Modifications to Materiel.* Whenever modifications in materiel is made, the officers designated in article 71.4213 (Alterations and Additions—Reports of Disposal of Materiel) shall:

(*a*) arrange any relevant alterations in materiels

(i) carried on board, and

(ii) kept in reserve or on deposit in the Dockyard; and

(*b*) forward the reports prescribed in article 71.4213 (Alterations and Additions — Reports of Disposal of Materiels.)

(*See article 42.44.*)

(C)

42.44—ALTERATIONS AND ADDITIONS—CORRECTION OF "AS FITTED" DRAWINGS

When an Alteration or Addition has been made, the Superintendent of the Dockyard shall arrange that the "as fitted" drawings in the ship as well as those held by the Dockyard are corrected by the Dockyard after the work has been done:

(*a*) by the Dockyard, on completion of the work; or

(*b*) by the ship's staff, upon receipt from the ship of the report prescribed in (1) (b) and (2) of article 71.4206—(Report of Completion of Defects, Alterations and Additions).

(*See article 71.4214—"Reports of Corrections to 'As Fitted' Drawings."*)

(C)

(42.45 TO 42.54 INCLUSIVE: NOT ALLOCATED)

Section 4—Docking

42.55—ARRANGEMENTS FOR DOCKING SHIPS

The Senior Officer in Chief Command shall make arrangements for the periodical docking of ships under his jurisdiction.

(*See article 71.4215—"Docking When Away From Home Ports."*)

(C)

42.56—PERIODICAL DOCKING

Except when otherwise directed ships shall be docked at the periods prescribed in the following table:

Periods between Dockings	Description of Vessels	Remarks
(a) Annual	(i) Ships whose bottom plating is more than ¼ inch in thickness (ii) Vessels in reserve (iii) Stationary vessels (iv) Harbour service vessels (v) Wooden vessels (vi) Composite vessels	
(b) Semi-Annual or when designated by Naval Headquarters	(i) Flotilla leaders	except when in reserve (see (a) (ii) of this table)
	(ii) Destroyers	except when in reserve (see (a) (ii) of this table)
	(iii) Vessels whose bottom plating is ¼ inch or less in thickness	except when in reserve (see (a) (ii) of this table)
	(iv) New vessels that normally dock in accordance with (a) of this table	further instructions will be issued by Naval Headquarters after receipt of the report prescribed in (2) of article 71.4216 —"Reports of Docking"
(c) Intermediate	All vessels	Only when there is an indication that an abnormal condition exists which could best be found or corrected by docking the ship. (See article 71.4216—"Reports of Docking".)

(*See article 42.25—"Refits of H.M. Ships."*)

(C)

(42.57 TO 42.59 INCLUSIVE: NOT ALLOCATED)

42.60—CHANGES OF WEIGHT IN DOCK

When a ship is in drydock:

(*a*) no water shall be run in or out of the boilers;

(*b*) no tanks shall be filled or emptied; and

(*c*) no weights shall be

(i) put on board,

(ii) removed from the ship, or

(iii) moved from one position to another in the ship;

without the written permission of the Superintendent of the Dockyard.
(*See articles 42.65—"Submarines—Precautions When Docking and Undocking", and 71.4221 —"Changes of Weight in Dock—Certificates and Reports."*)

(C)

42.61—RESPONSIBILITY FOR VALVES WHEN UNDOCKING

(1) *Dockyard Officers.* When ships under Dockyard control are undocked, the dockyard officers are responsible for ensuring that all sea connections are shut.

(2) *Naval Overseers.* When ships which are not in commission are undocked whilst in contractor's hands, the Naval Overseer attached to the Contractor's Yard is responsible for ensuring that all sea connections are shut. For new construction ships he is to confirm that the contractor is aware of the contractor's responsibility for ensuring that all sea connections are shut.

(3) *Ship's Officers.* When a ship in commission is undocked, the following officers are responsible for ensuring that the sea connections are shut:

(*a*) The Torpedo Anti-Submarine Officer
  (i) all valves connected with the submerged torpedo tubes.

(*b*) The Electrical Officer
  (i) all openings connected with the asdic gear.

(*c*) The Engineer Officer
  (i) all sea connections not prescribed in (a) and (b) of this paragraph.

(*See articles 42.65—"Submarines—Precautions When Docking and Undocking", and 71.4222—"Report to Ship's Officers Before Flooding Dock").*"

(C) (NS 8360—300) (7 Feb 52)

(42.62 TO 42.64 INCLUSIVE: NOT ALLOCATED)

42.65—SUBMARINES—PRECAUTIONS WHEN DOCKING AND UNDOCKING

(1) *Precautions Before Docking.* Before a submarine is docked:

(*a*) all main tanks shall be blown. Main tank Kingston valves may be left open;

(*b*) the Superintendent of the Dockyard shall inform the Captain of
  (i) the required condition of trim, and
  (ii) the time at which it is expected that the ship will land on the blocks;

(*c*) the Captain shall inform the Superintendent of the Dockyard that the submarine is in the required state of trim; and

(*d*) after the report prescribed in (*c*) of this paragraph has been made, nothing shall be done that will cause any change of trim until the dockyard officer in charge of docking the ship has been consulted on the matter.

(2) *Precautions During Docking and Undocking.* While the dock is being pumped out or flooded an officer of the ship shall be present to:

(*a*) take charge on board the submarine; and

(*b*) arrange for any changes in the disposition of weights that may be found necessary.

(*See article 48.24—"Charge of Ship in Dockyard Ports, Locks and Basins."*)

(3) *When Submarine is Docked Down.* When the submarine is docked down, the dockyard officer in charge of docking shall report to the Captain that his ship is docked down and shored.

(4) *Precautions Before Undocking.* Before water is let into the dock to refloat a submarine:

(*a*) all main tank Kingston valves shall be closed;

42.65—SUBMARINES—PRECAUTIONS WHEN DOCKING AND UNDOCKING—cont'd.

(*b*) the Superintendent of the Dockyard shall inform the Captain of

(i) the required condition of trim, and

(ii) the time that flooding will start;

(*c*) the Captain shall inform

(i) the Superintendent of the Dockyard that the submarine is in the required state of trim; and

(ii) the dockyard officer in charge of undocking that all main tank Kingston valves are closed; and

(*See article 42.61*)

(*d*) after the reports prescribed in (*c*) of this paragraph have been made, nothing shall be done that will cause any change of trim, nor shall any Kingston valve be opened until the ship is out of the dock without consultation with the dockyard officer in charge of undocking her.

(*See article 42.66*)

(C)

42.66—SUBMARINES IN DOCKYARD HANDS—ALTERATIONS IN BUOYANCY AND TRIM

(1) When a submarine is taken in hand for refit by a dockyard, no alteration in buoyancy or trim shall be made, except in emergency, without the permission of the Superintendent of the Dockyard or of a representative to whom he has delegated specific authority to sanction the action.

(2) When a submarine is undergoing sea trials, the Captain is responsible for buoyancy and trim.

(C)

(42.67: NOT ALLOCATED)

42.68—DOCKING WITH EXPLOSIVES ON BOARD—PRECAUTIONS

(1) When a ship is placed in dock with explosives on board:

(*a*) the Superintendent of the Dockyard shall arrange that

(i) dockyard hydrants and hoses are always ready to flood the magazines, and

(ii) so far as is practical, preparations are made to run water into the dock immediately, should fire break out on board the ship;

(*b*) the Captain of the ship shall direct that fire stations shall be exercised on board daily during the silent hours, by the watch on deck.

(2) *Foreign Ships of War.* When a foreign ship of war is taken into a dockyard for repairs that involve work adjacent to shell rooms or magazines, all ammunition shall be removed before the ship enters the dockyard and taken on temporary charge by the officer-in-charge of the nearest naval armament depot, but if no such work is to be done:

42.68—DOCKING WITH EXPLOSIVES ON BOARD—PRECUATIONS—cont'd.

(*a*) the following may remain on board under the charge of the ship's officers

(i) filled shells,

(ii) small arms ammunition,

(iii) tubes,

(iv) fuzes,

(v) warheads, and

(vi) similar items; and

(*b*) the following shall be landed in accordance with the instructions contained in this article

(i) B.L. gun cartridges,

(ii) QF gun cartridges,

(iii) machine gun ammunition, and

(iv) depth charges.

(C)

(42.69 TO 42.73 INCLUSIVE: NOT ALLOCATED)

Section 5—Ship's Companies and Hired Workmen

42.74—ASSISTANCE BY SHIP'S COMPANY WHEN MOVING SHIP IN DOCKYARD HANDS

(1) When a ship in dockyard hands is moved, the ship's company shall assist in the movement to the greatest practical extent.
(2) When a ship is to proceed alongside a dockyard wharf, a party of men shall be sent from the ship to work hawsers on the jetty. The party shall be under the orders of the King's Harbour Master whilst so employed.

(C)

42.75—SHIP'S COMPANY WHEN IN DOCK

When a ship is placed in dock to clean the bottom or to effect minor repairs the ship's company shall continue to live on board.

(C)

(42.76 AND 42.77: NOT ALLOCATED)

42.78—HIRED WORKMEN

When it is necessary to repair or dock a ship that is not in a home port and it is necessary to hire men to assist in the work, the approval of Naval Headquarters shall be obtained before they are hired, unless an emergency necessitates their immediate employment.

(C)

(42.79 TO 42.81 INCLUSIVE: NOT ALLOCATED)

Section 6—Trials and Tests

42.82—TRIALS AND TESTS

A record shall be kept in each ship of all:

(*a*) trials ordered;

(*b*) trials performed; and

(*c*) results of trials.

(*See article 71.4227—"Reports of Results of Trials and Tests."*)

(C)

42.83—TRIALS OF MACHINERY

(1) *Trials after Repairs.*

(*a*) When a ship has been repaired in a dockyard and the Engineer Officer of the ship has been in charge of the machinery during the repairs, he shall be in charge during the subsequent trials.

(*b*) When the Engineer Officer of the ship has not been in charge of the machinery during the repairs, the Engineer Manager or Chief Engineer of the Dockyard shall be in charge of the machinery and boilers during the subsequent trials.

(*c*) The Engineer Officer on the staff of the Senior Officer in Command shall attend the trials, when practical.

(*d*) Special instructions shall be issued from Naval Headquarters when a ship has been repaired by contract.

(2) *Machinery Trials.*

(*a*) To ensure that the machinery is kept in efficient order and that opportunities of training in working the engines at high speed are given to the engine-room complement, trials shall be carried out as prescribed in the Engineering Manual.

42.83—TRIALS OF MACHINERY—cont'd.

(*b*) When no opportunity has arisen for passage trials to be carried out within the period prescribed in the Engineering Manual, the ship shall, if practical, proceed to sea especially for this purpose.

(*c*) Passage trials shall not be carried out by ships employed on surveying service.

(*d*) When he considers it desirable that such a trial shall be carried out, the Senior Officer in Command shall order a full power trial of the machinery, but this trial shall not exceed those prescribed in the Engineering Manual.

(*See article 71.4228—"Report of the Results of Trials of Machinery", and article 71.5101—"Report of Suspension of Full Power Trials."*)

(C)

42.84—BUOYANCY OF PULLING AND SAILING BOATS

(1) *Positive Buoyancy.* When swamped, all pulling and sailing boats shall have positive buoyancy of an amount equal to at least ten per cent of the weight of the boat with all fittings and equipment on board and properly stowed.

(2) *Test by Ship's Staff.* All pulling and sailing boats shall be tested to ascertain their buoyancy by the ship's staff once in every two years and the date on which the test is made shall be marked:

(*a*) on the inside of the transom; or

(*b*) in boats without transoms, inside the stern abaft the backboard.

(3) *Boats Below Buoyancy Standard.* When a swamp test shows that a boat is deficient in buoyance, the ship's staff shall take the corrective measures that are within its capacity and the report and request prescribed in article 71.4229—(Report of Deficiency in Boat's Buoyancy) shall be forwarded to the Superintendent of the Dockyard.

(4) *Test by Dockyard.* Dockyard officers shall test a ship's boats for buoyancy only when a preliminary swamp test and survey by the ship's staff show them to be deficient in buoyancy. The ship's staff shall assist the dockyard staff to test any boats that are deficient in buoyancy.

(5) The results of all buoyancy tests of boats shall be entered in the Ship's Log.

(C)

42.85—TESTS OF LIFE FLOATS

(1) The buoyancy of all life floats shall be tested at intervals of not more than six months and they shall be surveyed by the ship's staff on each occasion of testing.

(2) Should life floats be deficient in buoyancy, the action prescribed in articles 42.84 (Buoyancy of Pulling and Sailing Boats) and 71.4229 (Report of Deficiency In Boats' and Floats' Buoyancy) shall be taken.

(3) The results of all buoyancy tests of life floats shall be entered in the Ship's Log.

(C)

(42.86: NOT ALLOCATED)

42.87—BOATS' SLINGS, BRIDLES AND DISENGAGING GEAR

(1) The boats' slings, bridles and disengaging gear shall be landed for test by the dockyard:
(*a*) at least once a year;
(*b*) immediately following any repairs made by the ship's staff.

(2) The load to which the slings and bridles are tested shall be stamped:
(*a*) on the rings; or
(*b*) when the double legs of rings are tested separately, on the enlarged end link.
(*See article 71.4233—"Report of Tests and Boats' Slings, Bridles and Disengaging Gear"*)

(C)

42.88—TESTS OF COMPARTMENTS

(1) The tests to be made of the compartments of ships are prescribed in the Engineering Manual.

(2) Whenever a compartment is flooded when the ship is afloat, special attention shall be given to the effect upon the stability of the ship and its range in relation to the amount of water admitted at one time and the position of the flooded compartment.

(C)

42.89—BOILER TESTS

Boilers shall be tested as prescribed in the Engineering Manual and reports of the tests forwarded in accordance with article 71.4234 (Reports of Boiler Tests.)

(C)

42.90—TESTS OF POWER OPERATED DECK CRANES

(1) The instructions prescribed in this article apply to deck cranes only, and not to derricks.

(2) All electrically and hydraulically operated deck cranes in ships shall be tested:
(*a*) annually, preferably during a docking or refit period; and
(*b*) after a wire has been re-spliced or refitted.

(3) All electrically and hydraulically operated deck cranes shall be tested in the following manner:
(*a*) the working load shall be
(i) raised and lowered at the maximum specified radius by means of the hoisting motion,
(ii) raised and lowered by means of the topping motion of cranes so provided, and
(iii) slewed each way with the ship not heeled;
(*b*) at the maximum specified radius, a load fifty per cent greater than the working load and no more shall be

42.90—TESTS OF POWER OPERATED DECK CRANES—(Cont'd)

(i) except with hydraulic cranes, raised,
(ii) held,
(iii) topped, when applicable,
(iv) slewed each way with the ship not heeled,
(v) lowered slowly,
so as to test all parts of the crane.

(4) When testing hydraulic cranes as prescribed in (2)(*b*) of this article, the overload shall be placed on the hook, but not raised or topped and the remaining tests carried out.

(5) Electrically operated cranes shall be tested in all their movements when carrying the maximum working load. The speeds of operation and motor currents obtained in this test should approximate to those obtained when the cranes were installed.
(*See article 71.4235—"Result of Tests of Power Operated Deck Cranes."*)

(C)

42.91—CHAIN CABLES, STEEL WIRE HAWSERS AND SIMILAR EQUIPMENT

(1) Chain cables shall be periodically surveyed and tested as prescribed by the Chief of the Naval Staff. The tests applied to chain cables of auxiliary craft possessing statutory certificates shall be made in accordance with the requirements of the certificate.

(2) *Defective Cables.* The action taken to restore defective cables to an efficient state shall be noted on the Report of Survey (Form S. 194).

(3) *New Cables.* When new cables are required they shall be demanded as prescribed in article 71.4236 (Demands for and Report of Surveys and Tests of Chain Cables, Steel Wire Hawsers and Similar Equipment).

42.91—CHAIN CABLES, STEEL WIRE HAWSERS AND SIMILAR EQUIPMENT—cont'd.

(4) *Screws for rigging and similar items.* All rigging screws, including screws and slips for securing anchors, davit guys, guard rails and similar items on board shall be worked and greased periodically at intervals not exceeding six months.

(5) *Periodical Examination of Fittings.* The eyeplates and similar fittings for use with anchors and chain cables shall be surveyed or tested when the cables are surveyed or tested.

(6) *Steel Wire Hawsers, Paravane Chains, Associated Fittings, Guard Wires and Chains.*

(*a*) All steel wire hawsers and slips, shackles, stoppers, and similar fittings associated with them, together with guard wires and chains shall be examined at intervals not exceeding six months.

(*b*) All slips used for towing and taking in tow, carpenter's stoppers, chain stoppers, shackles and slips associated with the use of steel wire hawsers shall be tested periodically as prescribed for chain cables and gear.

(7) *Steel Wire Rope.* Steel Wire Rope shall be subject to a dead load test of two-fifths the ultimate breaking load at intervals not exceeding two years. If the ship's staff is unable to carry out this test on board, the rope shall be forwarded to a dockyard for testing.

(*See article 71.4236—"Demands for and Reports of Surveys and Tests of Chain Cables, Steel Wire Hawsers and Similar Equipment."*)

(C)

Section 7—Moorings

42.92—NAVAL MOORINGS

(1) When it is desired to lay down a mooring in any position, application shall be made to the Senior Officer in Chief Command who shall decide whether or not the mooring is required and shall, if he considers that the mooring should be laid down, forward the request to Naval Headquarters for approval.

(2) (*a*) All naval moorings shall be maintained by the Superintendent of the Dockyard.

(*b*) When a naval mooring is laid down within the limits of a Command but at a distance that precludes regular inspection by the dockyard authorities, the Senior Officer in Chief Command shall arrange that it be examined when practical by ships in his command. (*See article 71.4237—"Report of Examination of Moorings."*)

(C)

(42.93 TO 42.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 43

SHIP'S ORGANIZATION AND ARRANGEMENTS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—General

43.01—ARTICLES OF WAR

(1) The articles of war consist of article 33.005 of QRCN and sections sixty-three to one hundred and twenty-one inclusive of *The National Defence Act.* *(1 Feb 53)*

(2) The Captain shall cause printed sheets containing the articles of war to be displayed permanently in an accessible part of the ship or naval establishment for the information of the ship's company.

(C)

43.02—ARTICLES FOR PERMANENT DISPLAY

(1) The Captain shall cause printed sheets containing the following articles of Q.R.C.N. to be displayed permanently in an accessible part of the ship or naval establishment for the information of the ship's company:

(*a*) 19.12 (*Communication with the Captain*);
(*b*) 19.26 (*Redress of Grievance*);
(*c*) 19.27 (*Rules for Stating Grievances*);
(*d*) 43.18 (*Welfare Committees*);
(*e*) 43.11 (*Inflammable Liquids*);
(*f*) 43.12 (*Stowage of Miscellaneous Stores*);
(*g*) 43.10 (*Smoking on Board*);
(*h*) 43.13 (*Precautions against Metallic Poisoning*);
(*i*) 43.46 (*Economy of Water and Power*);
(*j*) 37.25 (*Persons authorized to make Payments and receive Money*);
(*k*) ship's standing orders; and
(*l*) customs regulations affecting the landing of duty-free articles.

(2) The Captain shall cause articles listed in sub paragraphs (1) (*a*), (*b*) and (*c*) to be read quarterly for the information of the ship's company.

(C)

43.03—DIVISIONAL SYSTEM

(1) The ship's company shall be organized into divisions under the control of officers to be known as divisional officers.

(2) The organization of divisions shall be based on the following principles:

(*a*) command and responsibility for the discipline, work and welfare of the men shall be decentralized to the greatest practical extent;

(*b*) the Divisional officers shall be assisted in their divisional duties by as many junior officers as the Captain considers practical and desirable;

(*c*) men shall work under their own officers, chief petty officers, and petty officers so far as practical considerations allow; and

(*d*) officers, chief petty officers and petty officers shall be given the fullest responsibility that is practical in charge of their men.

(3) The formation of the ship's company into divisions shall be governed by the following rules:

(*a*) divisions of the Executive Branch shall normally be organized so that, as far as practical, the quarters of each Divisional Officer are manned by men of his own division; (*See article 4.33—"Heads of Departments"*.)

(*b*) engine room artificers shall normally form a separate division; and

(*c*) the remainder of the ship's company shall be organized into divisions as far as is practical under their departmental officers and according to their branches.

(C)

43.04—CHART ATLAS FOLIOS

(1) Chart atlas folios shall be provided for the use of the ship's company.

(2) When the naval forces are not on active service, a chart of the locality shall be displayed in a prominent place and the daily position shall be marked on the chart.

(C)

43.05—SAFE GUARDING RECOGNITION OF NAVIGATION LIGHTS

Materials in plain shades of red or green shall not be used for curtains or lampshades, and materials of plain blue or having a proportion of red, green, or blue in their colouring shall have neutralizing linings, to ensure that light showing from scuttles, portholes or any other aperture shall not be mistaken for the navigation lights of the ship.

(C)

43.06—HEALTH

(1) Poisons or poisonous acid shall not be used to clean:

(*a*) mess traps; or

(*b*) mess utensils; or

(*c*) supply department and galley utensils and gear.

43.06—HEALTH—(Cont'd)

(2) Virus and poison shall not be used for the extermination of rats without the prior concurrence of the Medical Officer.

(C)

43.07—LIGHTING AND LIGHTS IN COMPARTMENTS

(1) *Lighting of, and Lights, in Compartments.* No lights other than the fitted electric lights shall be used in, or taken into, compartments except as follows:

(*a*) Magazines and Handing Rooms
- (i) self contained safety hand lamps, and
- (ii) when the magazines are empty of explosives, those listed in (h) of this paragraph;

(*b*) Shell, Bomb and Warhead Rooms
self contained safety lamps;

(*c*) Submerged Torpedo Flats
- (i) as prescribed in (*b*) of this paragraph,
- (ii) electrical heating elements,
- (iii) tapers for testing air leaks of torpedoes when not in the vicinity of explosives, and
- (iv) blow lamps for the repair of torpedoes;

(*d*) Gasoline Compartments
self contained safety hand lamps;

(*e*) Spirit Rooms
self contained safety hand lamps;

(*f*) Storeroom for inflammable liquids
self contained safety hand lamps;

(*g*) Compartments for Storage, or Containing Machinery for the Production of Oxygen or other Gases which with Air form an Explosive Atmosphere
self contained safety hand lamps;

(*h*) Other Storerooms and Confined Spaces
- (i) self contained safety hand lamps,
- (ii) blow lamps when authorized by the Captain, and
- (iii) candles for the safety of personnel in confined spaces as prescribed in the Engineering Manual;

(*i*) Other Compartments and Spaces between decks
- (i) alternative lighting as fitted,
- (ii) self contained hand lamps provided for alternative lighting,
- (iii) electric torches,

43.07—LIGHTING AND LIGHTS IN COMPARTMENTS—(Cont'd)

(iv) blow lamps when authorized by the Captain,

(v) welding and cutting, only when sanctioned by the Engineer Officer,

(vi) matches and, except in ships carrying aircraft or aircraft fuel, patent lighters.

(2) *Blow Lamps and Tapers*

(*a*) Blow Lamps shall not be used in compartments containing explosives.

(*b*) Blow Lamps and tapers shall be used only when under the direct supervision of

(i) a torpedo anti-submarine officer,

(ii) an electrical officer,

(iii) an ordnance officer,

(iv) an electrical artificer, or

(v) a chief petty officer.

(3) *Matches*

(*a*) Safety matches only shall be allowed on board.

(*b*) Matches shall not be taken into

(i) magazines,

(ii) store-rooms,

(iii) slop-rooms,

(iv) holds, or

(v) other compartments containing explosives.

(4) *Welding and Cutting.* Welding and cutting of metals by flame or electric arc shall be carried out only *(31 Aug 56)*

(i) with the sanction of the Engineer Officer,

(ii) when the ship is not receiving or discharging fuel or lubricants, and

(iii) when the ship is not embarking or disembarking ammunition.

(*See Engineering Manual, article 2.34—"Welding, Cutting and Burning Operations".*)

(5) *Oil for Alternative Lighting Navigation Lights.* The mineral oil approved by Naval Headquarters for lighting shall be the only kind used.

(6) *Naked Lights.* Naked lights shall not be used in the ship between decks, except as prescribed in this article.

(C)

43.08—INTERNAL AND EXTERNAL COMMUNICATIONS SYSTEMS

The co-ordination of allocation of all internal communications used for domestic and administrative purposes and of all external communications is the responsibility of the Communication Officer.

(C)

43.09—ARTICLES UNDER TRIAL

(1) The Senior Officer in Chief Command shall be informed of, and shall co-ordinate and supervise, the tests of all articles issued for trial to ships in his command.

(2) The Captain shall carry out tests and trials of articles as ordered, and shall report upon them as prescribed in article 71.4227 (Report of Results of Trials and Tests and Articles Under Trial).

(3) The Captain shall:

(*a*) not carry out tests of materiel or other articles, upon direct requests from private firms;

(*b*) advise applicants to address all applications to Naval Headquarters.

(C)

43.10—SMOKING ON BOARD

(1) At such times as may be prescribed in Captain's Standing Orders, smoking shall be allowed:

(*a*) in living spaces;

(*b*) in offices; and

(*c*) on the upper deck. *(1 Oct 52)*

(2) *During Watches.* The Captain may permit smoking on watch subject to (1) of this article and darkening ships restrictions at night.

(3) *In Boats.* There shall be no smoking in boats of Her Majesty's Canadian Ships while on duty.

(4) Smoking is prohibited while:

(*a*) embarking, disembarking or transferring of

(i) explosives, and

(ii) volatile inflammable liquids;

(*b*) the ship is in dock or basin, except with the written sanction of the Superintendent of the Dockyard;

(*c*) embarking or disembarking fuel or lubricants when

(i) an oil lighter is alongside, or

(ii) the ship is secured to a fueling jetty; and

(*d*) fueling of aircraft and power boats within danger area prescribed in ship's orders.

(C)

43.11—INFLAMMABLE LIQUIDS

(1) *Special Instructions in Manuals.* The special instructions in the Engineering Manual, the Naval Magazine and Explosives Regulations and the Supply and Accounting Manual

43.11—INFLAMMABLE LIQUIDS—(Cont'd)

and the addenda and pamphlets supplementary thereto regarding storage and handling of gasoline, mineral vaporizing oil (paraffin) and other inflammable liquids and substances shall be observed.

(2) (*a*) *Stowage of Inflammable Liquids.*

(i) A special store-room fitted with flooding and ventilating arrangements shall be appropriated for turpentine, varnishes, light shale oil, floor and metal polish, and except as prescribed in (5) of this article, any other highly inflammable liquid which is specially allowed.

(ii) Alternative war stowage shall be provided in the spirit room when an existing inflammable liquid store-room is not under protection and no other suitable places are available below decks.

(3) *Limit To Inflammable Liquids on Board.* Inflammable liquids shall only be received on board when:

(*a*) their use in the ship is authorized, and the quantity received on board is not in excess of that authorized by Naval Headquarters; or

(*b*) Naval Headquarters has specially ordered their embarkation for conveyance.

(4) *Labelling.* Casks, drums, and cans which contain inflammable stores shall be labelled before issue, with the words -- "INFLAMMABLE, NO NAKED LIGHT TO BE BROUGHT NEAR THIS."

(5) *Gasoline or Mineral Vaporizing Oil.* The following arrangements shall be made for liquids having a flash point of less than 100° F:

(*a*) an officer shall be detailed to be responsible for the care of these inflammable liquids;

(*b*) only the approved drums or receptacles shall be used on board Her Majesty's Canadian Ships;

(*c*) drums shall be stowed

(i) in open racks on the weather or upper deck,

(ii) remote from fan intakes, electric motors or other possible sources of ignition, and

(iii) in such a manner as to facilitate their being thrown overboard if necessary;

(*d*) racks shall have metal pans underneath secured clear of the deck;

(*e*) explosive mixtures of inflammable liquid vapour and air begin to occur at less than one per cent by volume in some cases, and care shall be taken to prevent vapour from finding its way into lower compartments of the ship; and

(*f*) these liquids shall be moved within the ship only in suitable pipe lines or "Underwriters Approved Safety Cans" with spring-closed tops or valves.

(21 Apr 53)

(6) *Drawing off Contents.*

(*a*) Inflammable liquids having a flashpoint of less than 100° F shall be drawn off only on the weather deck.

(*b*) Liquids having a flash point of more than 100° F may be transferred to smaller containers on the deck below the weather deck. Maximum use shall be made of the ship's ventilating arrangements.

43.11—INFLAMMABLE LIQUIDS—cont'd.

(7) *Restrictions as to Filling and Emptying Containers.*

(*a*) Casks, drums, cans and other containers containing inflammable liquids shall not be filled beyond ninety-five per cent of their capacity, to allow space for expansion.

(*b*) Casks, drums, cans, and other containers shall be drained after emptying and then sealed tightly.

(8) *Heating of Inflammable Mixtures.* Inflammable mixtures such as beeswax and turpentine shall not be heated except by steam at atmospheric pressure.

(9) *Anti-fouling Composition.*

(*a*) The supply of anti-fouling composition shall be limited to the small amount necessary to make good defects at the water-line and shall not be used inside the ship.

(*b*) Attention is drawn to the fire and toxic hazard of fire retardant paints which use solvents having a low flash point.

(C)

43.12—STOWAGE OF MISCELLANEOUS STORES

(1) *Inflammable Materials and Private Ammunition.* Inflammable liquid, or any substance of an explosive or dangerous character, or anything susceptible to spontaneous ignition, shall not be on board as private property without the special sanction of Naval Headquarters, with the exception of the following:

(*a*) spirits for the use of officers, if in casks to be stored in the spirit room, or if in bottles in the wardroom wine stores;

(*b*) a limited quantity of private ammunition brought on board by permission of the Captain and stowed above the waterline.

(2) *Oil, Tallow, Cotton Waste, and Wipings.* Oil, tallow, cotton waste and wipings shall be kept in metal containers with tight fitting covers which shall be placed as far from any high temperature as practical. (*See Engineering Manual and article 45.66—"Removal and Disposal of Oil Fuel or Lubricants."*)

(3) Film:

(*a*) cellulose acetate film shall be kept in metal containers in a cool place;

(*b*) nitro cellulose film shall be kept in metal containers in a cool fire proof cabinet.

(4) *Rope Gear and Other Inflammable Material.* These materials shall not be stowed in the vicinity of funnelling from stoves.

(5) *Paint.* All paint containers used for stowage shall have tight fitting covers.

(6) Phosphide of calcium lights:

(*a*) calcium lights shall be stored in ready use tanks free from water;

(*b*) damaged containers shall be thrown overboard.

43.12—STOWAGE OF MISCELLANEOUS STORES—cont'd.

(7) Calcium Carbide:

(*a*) calcium carbide is to be kept only in the unopened drums or tins in which supplied or in the ready use air-tight receptacle provided;

(*b*) unauthorized persons shall not have access to the carbide (*See Engineering Manual*).

(8) Acids:

(*a*) carboys of acid shall not be stored near any article of an inflammable character; or

(*b*) stored where breakage will damage other stores.

(9) Smoke producing apparatus:

(*a*) smoke apparatus shall not be stored between decks except as allowed by the Naval Magazine and Explosive Regulations;

(*b*) (i) clorosulphonic acid and titanium tetrachloride shall be stored under conditions similar to those used for the storage of strong sulphuric acid, (*See warning poster C.N.S. 563.*)

(ii) the drums shall be kept in a dry, cool place, and stored with bungs uppermost,

(iii) the drums shall not be stored on wooden decks owing to the corrosive nature of the contents;

(*c*) hexachloroethane float ignitors shall be stowed

(i) separately in the firework tank, or

(ii) in shell rooms, if explosives of any group other than shells are not present.

(C)

43.13—PRECAUTIONS AGAINST METALLIC POISONING

(1) The following general instructions and precautions shall be observed by men working in double bottoms, store-rooms, and confined spaces where lead has been used, and by men employed in red leading or otherwise exposed to special risk of metallic poisoning, in order to prevent the introduction of lead paint etc., into the system through the skin or through food or through breathing dust:

(*a*) the cleanliness of the body is of primary importance;

(*b*) working clothes shall be worn while at work and shall be washed at least once each week;

(*c*) an approved type of safety mask or clean muslin or bunting shall be worn.

(2) *Food.* Men employed using lead paints or working in confined spaces where lead paint has been used shall be issued with additional quantities of fat and oily food.

(3) Precautions when using Oxy-Acetylene Flame:

(*a*) when oxy-acetylene burning or welding of non-ferrous metals, including lead and lead painted surfaces is being carried out in enclosed compartments or sheltered places the men employed shall be provided with full mask breathing apparatus;

43.13—PRECAUTIONS AGAINST METALLIC POISONING—(Cont'd)

(*b*) men employed as in (4) (*a*) shall undergo a medical examination

(i) before the commencement of the work,

(ii) at monthly intervals during its continuation, and

(iii) at the termination of the work.

(4) Precautions when cleaning surfaces coated with Zinc Oxide:

(*a*) the scrubbing by wire brushes of surfaces coated with zinc oxide paint shall not be carried out without wearing a respirator over the mouth and nostrils;

(*b*) the respirator shall be of an approved industrial type or a simple type made in the sick bay of two fold lint or flannel with cotton in between.

(C)

43.14—MEAL HOURS

(1) Meal hours shall be included in the routine of all ships and naval establishments, the following times being allowed:

(*a*)	lash up and stow hammocks—issue cocoa	—25 minutes;
(*b*)	breakfast—clean	55 minutes;
(*c*)	dinner	1 hour, 15 minutes;
(*d*)	tea—shift clothing	30 minutes;
(*e*)	supper	30 minutes; or
(*f*)	combined tea and supper	1 hour.

(2) An officer shall go around the mess decks periodically when meals are being served to see if there are any complaints.

(3) Arrangements shall be included in the routine of each ship and establishment to enable the watchkeepers to:

(*a*) have adequate meal hours of the same length as those for the ship's company; and

(*b*) have hot meals served to them.

(C)

43.15—CANTEEN NOTICES

The Supply Officer shall ensure that a copy of each of the following items is posted on the canteen notice board:

(*a*) canteen regulations;

(*b*) canteen price list; and

(*c*) statement of canteen operations and capital for the previous period.

(C)

43.16—WATCH AND QUARTER, STATION AND FIRE BILLS

(1) (*a*) The Captain shall cause the established watch and quarter and station and fire bill books (C.N.S. 250 and 471), to be used;

(*b*) copies of these books shall be distributed as follows:

(i) the Executive Officer, two copies of each, one for deck use,

(ii) the First Lieutenant in ships where the Executive Officer is a commander, one copy of each,

(iii) the Gunnery Officer, the Torpedo Anti-Submarine Officer, and the Engineer Officer, one copy each,

(iv) the Gunner, one copy of each, and

(v) the Master-at-Arms, one copy of each;

(*c*) (i) these copies belong to the ship during the period of commission, and

(ii) each copy shall be kept corrected by the person to whom it is distributed, and upon that person leaving the ship the copies in his charge shall be delivered to his successor.

(2) A printed skeleton form of the watch and quarter bill shall be filled in and posted in a conspicuous position.

(C)

43.17—WORKING LOAD OF SHIP'S DERRICKS OR BOATS DAVITS

Instructions shall be requested from Naval Headquarters through the Senior Officer in Command as to whether derricks or davits shall be retested to an increased working load when a boat alocated to a ship exceeds in weight the working load to which the derricks or davits are tested.

(*See article 71.4301—"Report of Excess of Working Load of Ship's Derricks and Boats Davits".*)

(C)

43.18—WELFARE COMMITTEES

Welfare Committees shall be organized in H.M.C. Ships and naval establishments as prescribed in Naval General Orders.

(C)

43.19—JOINING AND LEAVING ROUTINES

The Captain shall ensure that a suitable routine for departmental purposes is in effect for officers and men joining and leaving the ship or fleet establishment.

(C) (24 Jun 54)

(43.20 TO 43.30 INCLUSIVE: NOT ALLOCATED)

Section 3—Examinations and Reports

43.31—TESTS AND REPORTS MADE BEFORE PROCEEDING TO SEA

(1) *The Engineer Officer.* The Engineer Officer shall satisfy himself that the main engines, steering gear, telegraphs and *sirenettes* are in working order and shall report to the Captain that they are in working order. (*See Engineering Manual—"Steering Arrangements".*)

(2) *The Electrical Officer.* The Electrical Officer shall satisfy himself as to the correct functioning of all electrically operated navigation materiel and of all electrically operated internal communication systems and shall report to the Captain that they are in working order.

(3) *The Supply Officer.* The Supply Officer shall report to the Captain before the ship proceeds to sea whether the supply of provisions, clothing, general stores, air stores and public moneys held on board is sufficient to meet the ship's known commitments.
(*15 Apr 54*)

(4) *The Cable Officer.* The Cable Officer or the Boatswain when borne, shall report to the Captain when the anchors and cables are secure on the ship proceeding to sea.

(5) *The Constructor Officer.* The Constructor Officer, or his representative, shall report to the Captain before proceeding to sea, on the result of examination of all watertight openings in the ship. (*16 Mar 55*)
(C)

43.32—EXAMINATIONS AND REPORTS WHILE SHIP IS AT SEA

(1) *The Constructor or Shipwright Officer.*

(*a*) At least once in each watch the Officer of the Watch shall receive a report from the Constructor Officer or his representative on the result of his examination of

(i) all ports and scuttles, and

(ii) all watertight openings on the weather decks. (*16 Mar 55*)

(*b*) When water ballast is in a ballast compartment, the Officer of the Watch shall receive from the Constructor or Shipwright Officer a report on the state of the water ballast at 0800 and in the last dog watch. (*See article 42.06—"Ballast Compartments".*)

(2) *The Gunner.* The Gunner, or one of his mates, shall examine and report to the Officer of the Watch at least once in each watch whether the guns are properly secured.

(3) *The Boatswain.* The Officer of the Watch shall receive a report from the Boatswain or one of his mates:

(*a*) on approaching land or in pilotage waters whether the anchors and cables are ready for immediate use; and

(*b*) at morning and evening quarters, whether the seaboats are properly secured and ready for immediate service.

(C)

(43.33 TO 43.45 INCLUSIVE: NOT ALLOCATED)

Section 4—Economy

43.46—ECONOMY OF WATER AND POWER

Fuel Consumption for Auxiliary Purposes. The amount of fuel expended for auxiliary purposes forms a large proportion of the total fuel expenditure for the fleet and the maintenance of this expenditure at a minimum to meet essential requirements is accordingly a matter of importance. The following directions shall be observed:

(*a*) boilers and auxiliary plants shall be worked at their maximum efficiency and heat losses eliminated. Full use shall be made of the fittings provided for feed water heating;

(*b*) attention shall be paid at all times to losses in the form of unnecessary lights, radiators, ventilating fans, and other electrical appliances;

(*c*) the production of the ship's daily water requirements and for make-up feed by the process of distilling, entails an expenditure of an appreciable portion of the fuel consumed for auxiliary purposes. The consumption of distilled water shall be limited to the minimum compatible with the health and comfort of the ship's company.

(C)

43.47—STEAM REQUIREMENTS IN HARBOUR FOR SPECIAL SERVICES

When additional steam power is required for occasional extra services in harbour, due notice shall be given of the requirement and its cessation, to avoid forcing the boilers or keeping an uneconomical number alight.

(C)

43.48—RESTRICTIONS TO USE OF MACHINERY

(1) The number of auxiliary engines in use at any time shall be reduced as far as practical. Steam shall be shut off from the steam and exhaust pipes not in use and engines not required.

(2) The use of capstan engines, aircraft lifts, cranes, and other such appliances shall be limited as far as practicable to their designed purposes, and their use for other purposes shall only be resorted to in special circumstances.

(3) Arrangements shall be made when practical for the exclusive use of oil-driven dynamos for lighting and power, and the steam pressure shall then be reduced to meet the requirements for low-pressure services. When steam is not required on engines for drill purposes this condition of running shall be observed in ships so fitted during week-ends.

(C)

(43.49 TO 43.54 INCLUSIVE: NOT ALLOCATED)

Section 5—Keys and Keyboard

43.55—IMPORTANT KEYBOARD

(1) The Important Keyboard shall consist of:

(*a*) a glass fronted case in peace time; and

(*b*) a case with a stout woven wire front, in war time;

with duplicate keys, one key shall be kept by the Captain, the second key shall be issued by the Captain to the Officer of the Watch or to the Keyboard Sentry.

(2) The Important Keyboard shall be fixed near the door of the Captain's cabin.

(3) In ships where there is no Keyboard Sentry, the Important Keyboard shall be combined with the Magazine Keyboard.

(C)

43.56—KEYS OF THE IMPORTANT KEYBOARD

(1) The keys of the spirit-room and all other important keys in the ship shall be kept on the Important Keyboard including keys for the binnacles and spare part boxes.

(2) The name of each key shall be placed over its hook on the Important Keyboard.

(3) The Officer of the Watch or Keyboard Sentry shall have a list of persons authorized to draw keys from the Important Keyboard.

(4) The withdrawing and return of important keys and the time shall be entered in the book kept for the purpose and the entry initialed by the person withdrawing and returning the keys.

(C)

43.57—MAGAZINE KEYBOARD

(1) The magazine keyboard shall consist of:

(*a*) a glass fronted case in peacetime; and

(*b*) a case with a stout woven wire front, in wartime;

with duplicate keys, one key shall be kept by the Captain, the second key shall be issued by the Captain to the Officer of the Watch or to the Keyboard Sentry.

(2) The magazine keyboard shall be fixed near the door of the Captain's cabin.

(3) An indicator board shall be hung in close proximity to the magazine keyboard and shall be painted red on one side with the words "Magazine Open" and black on the other side with the words "Magazine Closed".

(4) When a person draws or returns keys of the:

(*a*) magazine; or

43.57—MAGAZINE KEYBOARD—cont'd.

(*b*) shell-rooms; or

(*c*) compartments or lockers, containing explosives;

he or the Keyboard Sentry shall be responsible that the indicator board is showing the correct warning.

(C)

43.58—KEYS OF COMPARTMENTS AND LOCKERS CONTAINING EXPLOSIVES

(1) The keys of:

(*a*) magazines;

(*b*) shell rooms;

(*c*) compartments and lockers containing explosives;

shall be kept on the magazine keyboard.

(2) Keys shall be bunched and grouped as prescribed in Naval Magazine and Explosive Regulations.

(3) The names of the quarters and group numbers of the keys shall be placed over their hooks on the magazine keyboard.

(4) The record of issue in the return of keys shall be kept in the magazine log as prescribed in Naval Magazine and Explosive Regulations.

(5) Two sets of keys for magazines, shell rooms, compartments and lockers containing explosives shall be provided, one set shall be kept on the magazine keyboard, the other shall be kept:

(*a*) in peacetime

(i) when the ship is in harbour, in the Captain's steel chest,

(ii) when the ship is at sea, under the Captain's charge, in a locked position, distant from the magazine keyboard;

(*b*) in wartime or other emergency, forward in a locked stowage both in harbour and at sea. The key to this stowage is to be kept as directed by the Captain.

(C)

43.59—COMBINED KEYBOARD

(1) In a ship where there is no keyboard sentry, the important keyboard shall be combined with the magazine keyboard in a "combined keyboard".

(2) (*a*) The combined keyboard case shall comply with the specifications prescribed for the important keyboard (*See article 43.55—"Important Keyboard".*) subject to (*b*) of this paragraph;

(*b*) the combined keyboard shall be

(i) movable,

43.59—COMBINED KEYBOARD—(Cont'd.)

(ii) kept in the quartermaster's lobby or the Captain's cabin, while the ship is in harbour, and

(iii) kept in the chart room, wheelhouse, or communications office, while the ship is at sea.

(C)

43.60—KEYS OF THE COMBINED KEYBOARD

The custody, issue, return, system of grouping and bunching, and the keys kept on the combined keyboard shall be as prescribed in articles 43.56 (Keys of the Important Keyboard) and 43.58 (Keys of Compartments and Lockers Containing Explosives).

(C)

43.61—Keys

(1) The Shipwright Officer or Constructor Officer shall be responsible for the keys of all cabins and fittings until issued by him to the officers who require them.

(2) The Shipwright or Constructor Officer shall keep a key book in which he shall list the issue and return of keys.

(3) Officers shall return all keys issued by the Shipwright or Constructor Officer to them before they leave the ship.

(4) (*a*) When the ship pays off, all keys to cabins and fittings shall be

(i) properly tallied,

(ii) tested in the locks concerned,

(iii) cleaned if necessary, and

(iv) delivered to the Superintendent of the Dockyard.

(*b*) A receipt shall be obtained and placed in the guard book with the final accounts.

(5) The Executive Officer shall be responsible for the duties prescribed in this article when a shipwright officer or constructor officer is not borne.

(C)

(43.62 TO 43.65 INCLUSIVE: NOT ALLOCATED)

Section 6—Engineering

43.66—REMOVAL AND DISPOSAL OF OIL FUEL OR LUBRICANTS

(1) The Engineer Officer shall be responsible that:

(*a*) oil fuel;

(*b*) diesel fuel; or

(*c*) oily refuse;

is not pumped overboard in any harbour or basin, or within fifty miles of any coast.

(*15 Dec 54*)

(2) Arrangements shall be made for the disposal on shore of residue or combustible material arising from tank cleaning. (*See article 51.50—"Removal of Oil Fuel or Lubricants".*)

(C)

43.67—VENTILATION OF AND OPENING UP CONFINED SPACES

(1) All compartments in which foul gases are likely to accumulate shall be ventilated frequently.

(2) The following instructions shall be observed when it is necessary to enter any double-bottom compartment or other confined space.

(3) (*a*) *Safety Test.* When opening up a confined space no naked light shall be used either inside the space or within twenty feet of the opening until it has been ascertained by means of a safety lamp that it does not contain explosive gases. Every bay of a confined space shall be tested in this manner.

(*b*) *Safety Lamps.* Persons using safety lamps shall be instructed in the use of these lamps for ascertaining the condition of the air in any confined space, in regard to the presence of dangerous gases.

(*c*) *Ventilation.* The air fan with hose shall be used freely for pumping in fresh air before men are sent down and continuously while men are in the compartment. Compartments which have not been opened up for a considerable time shall have air forced in, and the compartment left open for twenty-four hours, before entry is made or the safety test carried out.

(*d*) *Entering Compartments.* A chief or Petty Officer Stoker Mechanic shall be responsible, under the Engineer Officer in charge of the party, that no man enters a compartment which has already been tested for explosive gas and found clear until a lighted candle has been placed in the compartment and burns clearly and steadily for five minutes.

(*e*) *Dimming of Lights.* The men shall be warned that they are to leave a compartment immediately the lights begin to burn dimly. Candles only shall be used by the party as a more certain test than lamps, as it may be considered that lamps are burning dimly for want of trimming.

43.67—VENTILATION OF AND OPENING UP CONFINED SPACES—(Cont'd)

(*f*) *Communication.* Communication shall be maintained between the men in the inner compartment and those who have access to the outer air. Safety lines shall be used whenever practical.

(*g*) *Flooding Tanks.* Compartments used as turret drain tanks or as tanks to which oil, dirt, soapy water or other substances which can form gas have access, shall, where practical, be flooded completely with sea water and pumped out before opening. Air escape pipes or vent pipes of such tanks shall be watched during flooding and pumping out to ensure that the tank is venting properly.

(4) Candles or any open flames or lights, shall not be used in compartments being painted, in view of the danger of explosion of flash in the volatile materials used in most types of coatings.

(C)

43.68—DAMAGE CONTROL

The Captain shall cause:

(*a*) copies of the drawings showing the position and lead of all pumps, pipes, cocks and valves connected with the fire service and flooding arrangements of the ship, to be hung in a conspicuous position;

(*b*) printed copies of Form C.N.S. 564, to be hung conspicuously in the mess decks, engine room and officers' quarters.

(C)

43.69—ENGINEERING PERSONNEL—EMPLOYMENT IN WATCHES

(1) When the ship is under main steam, engineering personnel shall not be worked in less than three watches except in urgent circumstances.

(2) When in urgent circumstances the engineering personnel are necessarily worked in two watches, the employment in this manner shall not be continued for more than twenty-four hours other than in cases of actual emergency.

(*See article 71.4302—"Report of Employment in Two Watches of Engineering Personnel."*)

(C) (20 Dec 51)

(43.70 TO 43.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 44

PRACTICES AND DRILLS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—General

44.01—SHIP'S LOG ENTRY—PRACTICES AND DRILLS

A record of each practice and drill carried out in a ship shall be inserted in the Ship's Log.

(C)

44.02—FOLLOWING MOTIONS OF SENIOR OFFICER

(1) The Captain shall follow the motions of the Senior Officer present in the performance of any evolution or the carrying out of any duty, except where the Senior Officer present directs otherwise.

(2) Ships engaged on special duties are not required to follow the motions of the Senior Officer present unless specifically ordered to conform.

(C)

(44.03 TO 44.23 INCLUSIVE: NOT ALLOCATED)

Section 2—Gunnery, Torpedo and Anti-Submarine

44.24—AUTHORITY FOR GUNNERY, TORPEDO AND ANTI-SUBMARINE PRACTICES

Authority of the Minister: The Minister may:

(*a*) authorize the placing of targets, buoys and other appliances for target practice by His Majesty's Canadian Ships;

(*b*) provide suitably equipped rifle ranges for use of the naval forces at or near any port or naval establishment;

(*c*) issue regulations for ensuring the safety of the public during gunnery and torpedo practices; and

(*d*) impose penalties for the infringment of the regulations prescribed under (*c*) of this paragraph and for wilful damage to such targets, buoys and other appliances.

(G)

44.25—ARRANGEMENTS FOR GUNNERY, TORPEDO AND ANTI-SUBMARINE PRACTICES

(1) Arrangements for practice:

(*a*) subject to 44.24 to 44.48 inclusive the Senior Officer in Command is authorized to arrange gunnery, torpedo and anti-submarine exercises as necessary to maintain the efficiency of the ships under his command;

(*b*) the Senior Officer in Command shall forward proposals for experimental firing or other special practices to the Senior Officer in Chief Command for approval.

(2) Targets to be used:

(*a*) the Senior Officer in Command shall ensure that only standard patterns of targets approved for the type of firing being carried out are used;

(*b*) unless approval has been received from Naval Headquarters, firing at experimental targets shall not be carried out.

(3) Firing at shore or in a foreign port:

(*a*) before practising firing at an object on shore, the Senior Officer present afloat shall obtain the concurrence of the local authorities;

(*b*) before firing in a foreign port or its vicinity, he shall ensure that

(i) no local regulation is infringed upon, and

(ii) no cause of complaint is afforded to the authorities or inhabitants.

(*See article 71.4401—"Analyses and Reports of Gunnery, Torpedo, and Anti-Submarine Practices."*)

(C)

(44.26 TO 44.46 INCLUSIVE: NOT ALLOCATED)

Section 3—Fleet Exercises

44.47—ARRANGEMENTS FOR FLEET EXERCISES

(1) *Report to be rendered.* When it is proposed to carry out exercises of His Majesty's Canadian Ship's in Canadian waters, the officer conducting the exercises shall report to the Senior Officer in Chief Command as prescribed in article 71.4402.

(2) *Direct notice to local authorities.* If it is necessary to arrange these exercises at very short notice, the officer conducting them, when he informs the Senior Officer in Chief Command, shall give notice direct to the local agents of the Department of Transport, National Revenue, and the Fisheries and local police authorities.

(3) *Abnormal Visibility.* The possibility of abnormal visibility shall be given consideration when deciding whether star shells, rockets, very's lights or similar explosives are likely to be seen from the shore.

44.47—ARRANGEMENTS FOR FLEET EXERCISES—cont'd.

(4) *Notice of Obstructions and Restrictions on Traffic.* Except when the area has already been proclaimed foul in Notice to Mariners, the officer conducting the exercise shall also send through the Senior Officer in Chief Command notice of obstructions and restrictions on traffic in Canadian waters to Naval Headquarters as early as practical to allow sufficient time for publication in Notices to Mariners.

(5) *Permanent Obstructions.* Proposals for permanent obstructions or any that are likely to cause considerable inconvenience to traffic or fishing shall be submitted for the prior approval of the Minister.

(C)

44.48—EVOLUTION OR OPERATION WITHIN LIMITS OF DOCKYARD PORT

When an evolution or operation is carried out within the limits of a dockyard port, the King's Harbour Master shall be responsible for issuing warnings.

(*See article 71.4402—"Proposed Fleet Exercises—Report Required."*)

(C)

(44.49 TO 44.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 45

INSPECTIONS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—General

45.01—GENERAL RULES FOR INSPECTIONS AND MUSTERS

(1) A Senior Officer in Command shall be guided, in general, by the headings on the inspections reports (C.N.S. 425). (*See article 71.4501—Report of Results of Inspections and Musters".*)

(2) *Power of inspecting officer.* The inspecting officer is authorized to examine and inquire into any subject bearing on the order, discipline and efficiency of the ship.

(3) The inspecting officer shall:

- (*a*) take into consideration the length of commission;
- (*b*) investigate any suggestion to improve the ship;
- (*c*) inquire into any complaints;
- (*d*) satisfy himself that regulations are adhered to regarding books and documents listed in Form C.N.S. 425;
- (*e*) satisfy himself that the ship's war orders are correct;
- (*f*) investigate the preservation and general state of the ship;
- (*g*) satisfy himself that recognition signals are understood by
  - (i) the Captain,
  - (ii) the Executive Officer,
  - (iii) the Communications Officer, and
  - (iv) the officer-in-charge of confidential books.

(C)

45.02—INTERMEDIATE INSPECTIONS AND MUSTERS

The Senior Officer in Command shall:

- (*a*) arrange for intermediate inspections and musters; and
- (*b*) forward reports to Naval Headquarters only when he considers it expedient to do so.

(*See articles 45.19—"Inspections of Ships and Naval Establishments", and 71.4501—"Report of the Results of Inspections and Musters."*)

(C)

45.03—THE INSPECTING OFFICER

If the Senior Officer in Command is prevented from carrying out an inspection personally, he shall delegate this duty to an officer under his command who is senior to the Captain of the ship being inspected.

(C)

45.04—INSPECTION BY STAFF OFFICERS

The Senior Officer in Command shall immediately prior to or immediately following his personal inspection, have the various departments in the ship inspected by his appropriate staff officers.

(*See article 45.19—"Inspection of Ships and Naval Establishments."*)

(C)

45.05—INSPECTIONS ON SUPERSESSION OF OFFICERS

(1) When an officer is about to be relieved of his duties in the ship, he and the officer who is to supersede him shall jointly make a thorough inspection of all:

(*a*) spaces;

(*b*) materiel; and

(*c*) machinery;

that are under his control and the machinery shall be worked in their presence. If the Captain considers it advisable, the services of the appropriate specialist officer from another ship may be obtained to assist in the inspection. If the officer to be superseded is the Engineer Officer of the ship the Captain shall comply with the instructions contained in the Engineering Manual.

(*See articles 4.07—"Supersession of Officers", and 71.0401—"Supersession of Officers—Reports."*)

(C)

(45.06 TO 45.18 INCLUSIVE: NOT ALLOCATED)

Section 2—Ships and Establishments

45.19—INSPECTION OF SHIPS AND NAVAL ESTABLISHMENTS

The Senior Officer in Command shall personally inspect all commissioned ships other than flagships and all naval establishments under his command:

(*a*) as soon as practical after they are placed under his command;

45.19—INSPECTION OF SHIPS AND NAVAL ESTABLISHMENTS—(Cont'd)

(*b*) before they leave his command;

(*c*) at least once each year; and

(*d*) prior to paying off.

(*See articles 45.20—"Inspection of Ships on Commissioning", 45.46—"Inspection of Ship's Books by Senior Officer in Command", and 71.4501—"Reports of Results of Inspections and Musters".*)

(C)

45.20—INSPECTION OF SHIPS ON COMMISSIONING

(1) The Senior Officer in Command shall muster and inspect every ship within his command on:

(*a*) first commissioning;

(*b*) newly commissioning after a long refit out of commission, or commissioned from the reserve fleet; or

(*c*) recommissioning from the reserve fleet with a reserve complement.

(2) When a ship is commissioning for a flag the Senior Officer in Command shall only inspect her before the flag is hoisted on board.

(3) Reports shall be forwarded as prescribed in article 71.4501 (Report of Results of Inspections and Musters).

(*See articles 45.01—"General Rules for Inspections and Musters", 45.02—"Intermediate Inspections and Musters", 45.03—"The Inspecting Officer", and 45.04—"Inspection by Staff Officers".*)

(C)

45.21—INSPECTION OF ENGINEERING DEPARTMENT

(1) The Command Technical Officer shall ensure that the machinery and boilers of the ships under his superintendence are inspected semi-annually, or when ordered to do so by the Senior Officer in Chief Command. (*18 Jan 55*)

(2) The Command Technical Officer shall examine:

(*a*) the engine room register;

(*b*) the ship's Engineering Manual;

(*c*) the Engineer Officer's note book;

(*d*) book C.N.S. 338 (Record of Examination of Accessible Compartments);

(*e*) the Engineer Officer's acquaintance book.

(3) In ships classified as self-accounting units the Command Technical Officer shall examine the expenditure of stores in the engineering department. In ships not classified as self accounting units, he shall examine the stores accounts and day books.

(*See article 71.4502—"Disposal of Engine Room Registers".*) (*18 Jan 55*)

(C)

45.22—INSPECTION OF LIVING QUARTERS, FOOD AND WATER AND FACILITIES

The Medical Officer, if one is borne, or such other officers as the Captain may designate shall:

(*a*) inspect periodically

(i) messes and living quarters,

(ii) sanitation facilities,

(iii) food and water supplies, and

(iv) persons and facilities employed in the handling of food;

(*b*) inspect before it is used any improvised accommodation for officers or men either ashore or afloat; and

(*c*) inspect the fresh water tanks at every intermediate docking and inform the Captain whether they should be cleaned.

(C)

45.23—INSPECTION ON COMPLETION OF REFITS, ETC.

When the dockyards have made good defects or completed alterations or additions in a ship, the Superintendent of the Dockyard shall arrange with the Captain for an inspection of the ship to be made by the dockyard officers accompanied by the heads of the departments of the ship concerned. Ships that have been refitted whilst paid off into dockyard hands shall be examined either:

(*a*) immediately prior to commissioning, if the Captain and the heads of departments have been appointed and are available; or

(*b*) as soon after commissioning as possible.

(*See articles 45.20—"Inspections on Commissioning", and 71.4208—"Report of Completion of Refit".*)

(C)

45.24—INSPECTION OF RADIO STATIONS

(1) The Senior Officer in Command shall arrange that inspections are made of radio stations under his command once a year.

(2) The inspecting officer shall be accompanied by a qualified Communication Officer, an Electrical Officer, a Medical Officer and technical officers as necessary.

(3) Radio stations under care and maintenance parties shall be inspected half-yearly.

(C)

45.25—NAVAL DIVISIONS—GENERAL INSPECTION

Each Naval Division shall be inspected at least once each calendar year by the Chief of the Naval Staff, or by an officer designated by him.

(*See article 71.4501—"Report of Results of Inspection"*.)

(C)

45.26—CAPTAIN'S INSPECTION OF NAVAL ESTABLISHMENTS

The Captain of a naval establishment shall personally inspect his establishment periodically.

(C)

(45.27 TO 45.36 INCLUSIVE: NOT ALLOCATED)

Section 3—First Appointment of Officers

45.37—FIRST INSPECTION BY THE CAPTAIN

(1) On appointment in command of a ship, the Captain shall inspect the ship.

(2) *Inspection of newly built ships.*

(*a*) In newly built ships the Captain, during his inspection, shall be accompanied by the Principal Overseer.

(*b*) The Principal Overseer shall inform the Captain

(i) of any alterations which the Minister has authorized, and

(ii) of any general information about the ship the Captain requires.

(*See articles 4.20—"General Responsibilities of the Captain", 42.37—"Alterations and Additions—Proposals", and 71.4211—"Report of Proposed Alterations and Additions"*.)

(C)

45.38—INSPECTION OF DEPARTMENTS ON FIRST APPOINTMENT

All officers on first appointment to a ship, if they are appointed as heads of departments, shall inspect their departments and report to the Captain any defects or deficiencies.
(*See article 42.27—"Record of Defects"*.)

(C)

(45.39 TO 45.45 INCLUSIVE: NOT ALLOCATED)

Section 4—Books and Documents

45.46—INSPECTION OF SHIP'S BOOKS BY SENIOR OFFICER IN COMMAND

(1) When a ship is inspected by the Senior Officer in Command the books, accounts and certificates listed in the cover to the Report of Inspection (Form C.N.S. 425) shall be produced for examination. (*See article 45.19—"Inspections of Ships and Naval Establishments".*) *(29 Apr 52)*

(2) The correspondence register shall be produced for examination.

(C)

45.47—INSPECTION OF SHIP'S BOOKS BY CAPTAIN

The following books shall be inspected, and signed by the Captain once in each week, month, quarter, or year, on the day and at the time specified in the Captain's standing orders:

(*a*) Weekly:

Correspondence register,
Daily record of offences and punishments,
Report of Condition of Accessible Compartments,
Engine Room Register,
Gangway Wine Book,
Minor Punishment books,
Night Rounds book,
Officers' Wine books,
Officers' victualling and check book,
Request and Alteration book,
Rough Report books,
Registered letter and parcel book,
Records of Defects,
Spirit stoppage book,
Short leave book,
Swimming instruction book,
Torpedo Anti-Submarine Log and Progress Book, *(31 Aug 56)*
Training progress book,
Logs: Gunnery, Magazine, Radar operator's, Ship's,
Communication Logs and Files,
Ventilation party log, *(3 Oct 55)*
Work Books: Navigation, Electrical, Ordnance, Shipwright; *(15 Dec 51)*

(*b*) Monthly:

Gunner's certificates of expenditures,
Midshipman's journals, Register of Transferable Gun Mountings,
Monthly Diving Record, *(1 Jan 54)*
Monthly Record of Educational Work, *(20 Feb 56)*
Record of Stock taking of naval stores; *(15 Dec 51)*

45.47—INSPECTION OF SHIP'S BOOKS BY CAPTAIN—(Cont'd)

(*c*) Quarterly:

Midshipman's navigation work books,
Register of torpedo equipment,
Register of electrical equipment; and

(*d*) Yearly:

Register of Non-Transferable Gun Mountings.

(C)

45.48—ANNUAL INSPECTION OF SERVICE DOCUMENTS BY SENIOR OFFICER IN COMMAND

The Senior Officer in Command shall arrange for the inspection once in each year of the service documents of men serving in ships under his command.
(*See article 26.01—"Service Documents".*)

(C)

(45.49 TO 45.65 INCLUSIVE: NOT ALLOCATED)

Section 5 — Musters

45.66—MUSTER OF SHIP'S COMPANY

The Captain shall muster the ship's company once in each quarter.

(C)

(45.67 TO 45.72 INCLUSIVE: NOT ALLOCATED)

Section 6 — Cleanliness and Ventilation

45.73—CLEANLINESS AND VENTILATION OF SHIPS—INSPECTION

(1) The Captain shall cause an officer to inspect all mess decks and enclosed spaces every morning.

(2) The Captain shall cause a ventilation party to be organized in charge of a senior executive officer and to include an officer or senior man from each of the engineering, electrical and constructor branches. The ventilation party shall establish and follow an efficient routine for operating and regulating valves, louvres and deflectors and all other parts of the air conditioning and ventilating system, making full use of the ventilating arrangements of the living spaces. The ventilation party shall examine air filters and ductwork once a month and ensure that they are cleaned as necessary.

(3) The Officer-in-Charge of the ventilation party shall maintain a log of the activities of the party which shall be submitted for the Captain's inspection weekly. (*See article 45.47—"Inspection of Ship's Books by Captain".*)

(4) The Medical Officer shall co-operate with the Officer-in-Charge of the ventilation party. (*See article 45.22—"Inspection of Living Quarters, Food and Water and Facilities".*)

(C) (*3 Oct 55*)

(45.74 TO 45.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 46

STAFF OF SENIOR OFFICER IN COMMAND

(*Refer carefully to article 1.02* (*Definitions*) *when reading every regulation in this chapter.*)

46.01—THE STAFF

(1) The staff consists of the officers appointed to assist the Senior Officer in Command in the functions of command. (*See article 4.10—"General Responsibilities of Senior Officer in Command".*)

(2) A staff officer, as such, does not exercise command and any orders or instructions which he issued are issued on behalf of the Senior Officer in Command.

(C)

46.02—DUTIES OF CHIEF OF STAFF AND CHIEF STAFF OFFICER

(1) A Senior Officer in Chief Command shall be entitled to a chief of staff who shall, under his direction, supervise and co-ordinate the work of the staff.

(2) A Senior Officer in Command, other than a Senior Officer in Chief Command, shall be entitled to a chief staff officer who shall, under his direction, supervise and co-ordinate the work of the staff.

(C)

46.03—STAFF OFFICER (ADMINISTRATION) OR MAINTENANCE CAPTAIN

The Staff Officer (Administration) and Maintenance Captain shall, under the direction of the Chief of Staff, and subject to any special directions given by the Senior Officer in Chief Command, attend to administrative details of the command and supervise the section of the staff which deals with the maintenance of materiel.

(C)

46.04—THE SECRETARIAT

(1) As used in this chapter, "secretariat" means those supply officers and men appointed or drafted for duty in the offices of the Senior Officer in Command, and responsible only to him.

(2) The secretariat shall serve all branches of the staff. (*See article 46.01.*)

(C)

46.05—PERSONAL STAFF

The personal staff of the Senior Officer in Command consists of the Admiral's Secretary or Commodore's Secretary as applicable, and the Flag Lieutenant-Commander or Flag Lieutenant.

(*See articles 7.13—"Flag Lieutenant" and 7.14—"Secretaries to Flag Officers and Commodores"*.)

(C)

46.06—DUTIES OF THE SECRETARY TO A SENIOR OFFICER IN COMMAND

The Admiral's Secretary or Commodore's Secretary shall be:

(*a*) the personal secretary to the Senior Officer in Command;

(*b*) adviser to the Senior Officer in Command on legal, commercial and diplomatic questions; and

(*c*) head of the secretariat. (*See article 46.04*).

(*See article 7.14—"Secretaries To Flag Officers and Commodores."*)

(C)

(46.07 TO 46.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 47

COMMUNICATIONS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

47.01—THE COMMUNICATION OFFICER

(1) The officer appointed or selected for communication duties shall be:

(*a*) the Head of the Communication Department;

(*b*) the Cryptosecurity Officer; and

(*c*) the Radio Warfare Officer;

of the ship.

(2) An officer of any branch may be detailed as a member of the cryptoboard.

(*See article 4.33—"Heads of Departments".*)

(C)

47.02—FUNCTIONS OF COMMUNICATION DEPARTMENT

The communication department shall perform the following functions:

(*a*) allocation of internal communications for domestic and administrative use; (*See article 43.08—"Internal and External Communications Systems"*).

(*b*) the handling of all official communications which are in the form of naval messages, including their

(i) preparation,

(ii) encryption,

(iii) decryption,

(iv) transmission,

(v) reception,

(vi) distribution, and

(vii) filing;

(*c*) maintenance of all visual signalling materiel which is not the responsibility of another department; (*See article 52.06—"Responsibilities of Electrical Department" and 42.01—"Responsibility for Preservation of Ship".*)

(*d*) the control of all external communications; (*See article 52.06—"Responsibilities of Electrical Department".*)

47.02—FUNCTIONS OF COMMUNICATION DEPARTMENT—(Cont'd)

(*e*) the control of ether transmissions and electronic warfare methods including electronic silence, interception, direction finding and electronic countermeasures;

(*f*) the co-ordination of maintenance of all external communication materiel and ensuring that it is operating at maximum efficiency; and

(*g*) responsibility in ships for the co-ordination of internal voice communication procedures and for their conformity to the current radio telephone procedure.

(C) *(21 Jul 53)*

(47.03 TO 47.10 INCLUSIVE: NOT ALLOCATED)

47.11—SIGNALLING WITH MERCHANT VESSELS

(1) Every opportunity shall be taken to carry out visual signalling exercises with merchant vessels of the Commonwealth or nations of the North Atlantic Treaty Organization. *(15 Jul 55)*

(2) Signalling exercises with merchant vessels shall not be carried out:

(*a*) when at sea in pilotage waters; or

(*b*) in harbour, unless requested by the master of the merchant vessel.

(3) The return of signalling with Commonwealth merchant vessels is described in article 71.4701 (Return of Signalling with Merchant Vessels).

(C)

(47.12 TO 47.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 48

NAVIGATION, DIRECTION, PILOTAGE AND METEOROLOGY

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—General

48.01—ADMIRALTY MANUAL OF NAVIGATION

(1) Subject to article 48.15 (Prevention of Collisions and Signals of Distress), the Admiralty Manual of Navigation is the standard text on the subject of navigation in the Navy. *(15 Dec 51)*

(2) Navigating and other Executive Officers shall study, and be guided by the remarks relating to the use of charts as navigational aids and general remarks relating to practical navigation to be found in the Admiralty Sailing Directions.

(C)

48.02—HEAVY WEATHER PRECAUTIONS

(1) *When Visibility Limited.* When under way in fog, mist, falling snow, or heavy rainstorms, the Senior Officer in Command afloat or the Senior Officer present shall proceed at the lowest speed consistent with the maintenance of proper control and shall take into account:

(*a*) the range visibility; and

(*b*) the distance which any ship under his command could, in an exigency, be made to lose all her way.

(2) *Ship Standing Into Danger.* If any Senior Officer in Command afloat or Senior Officer present, observes a ship standing into danger, he shall:

(*a*) act immediately; or

(*b*) make the fact known, as the circumstances require.

(3) *When Upper Deck Considered Dangerous.*

(*a*) When weather conditions render the upper deck unsafe, the Captain, Executive Officer, and the Officer of the Watch are responsible for ensuring that orders are given forbidding any person going onto the upper deck.

(*b*) The Officer of the Watch is primarily responsible for this at sea, especially when he is aware that an alteration of course is likely to render the upper deck unsafe.

(*c*) The Executive Officer is responsible for warning the Officer of the Watch of any order he intends giving that is likely to place persons on the upper deck in a position of danger, and for ascertaining from the officer of the Watch that the upper deck is safe. If the Executive Officer fails to do this, the responsibility for the safety of the persons on the upper deck rests entirely with him.

(See article 4.44—"Officer of the Watch at Sea.")

48.02—HEAVY WEATHER PRECAUTIONS (Cont'd)

(4) *When Ship Leaves Harbour.* The Executive Officer is responsible to the Captain that hatches are closed and everything properly secured on deck before a ship leaves harbour.
(5) *Half-rails.* In any place in which half-rails only are fitted in ships, life lines shall be stretched to bring the rails to the normal height.

(C)

48.03—APPROACHING LAND DURING DARKNESS

(1) The Captain shall exercise the utmost care before endeavouring to:

(*a*) approach unlighted or dangerous land; or

(*b*) enter or approach difficult or unlighted ports during darkness.

(2) Except in cases of exigency or other necessity, he shall consider whether the service he is employed upon can be more certainly performed by standing off until daylight.

(C)

48.04—PRECAUTIONS ON APPROACHING LAND AND IN PILOTAGE WATERS

(1) When approaching land or shoals and when underway in the vicinity thereof, the Captain shall ensure that the position of the ship is not only ascertained in good time but is constantly fixed thereafter by the best means available, including radar and other electronic navigational aids in addition to visual fixing, sounding or other methods.

(2) When in the vicinity of rocks or shoals and when the ship is in pilotage waters, the Captain shall take care that soundings are obtained by the best means available not only as a guide for the safe conduct of the ship but also as a precaution against any mistake in navigation even when a pilot is borne. Such precautions are to be maintained even in the most frequented channels.

(3) The Captain shall take care that preparation has been made to anchor the ship at the shortest notice.

(C)

48.05—SAFE BERTH WHEN ANCHORING

(1) When anchoring, the Captain shall ensure that:

(*a*) the ship is placed in a safe berth and in a position that does not endanger ships already anchored; and

(*b*) the bearings of headlands or other distinguishable objects with the depth of water and the nature of the bottom, are ascertained and noted in the log.

(2) If there is no accurate chart of the place, the Captain shall ensure that the Navigation Officer takes soundings in the vicinity of the ship within a radius of at least three cables to ascertain the fitness of the anchorage.

(C)

Section 2—Duties

48.06—THE NAVIGATING OFFICER

(1) The Navigating Officer is responsible for:

(*a*) The navigation of the ship (*See articles 48.17—"Fixing the Ship's Position" and 48.21—"Pilotage".*);

(*b*) the departmental duties of the Navigation Department (See article 4.33—"Heads of Departments".);

(*c*) the organization and training of men of the Quartermaster Branch;

(*d*) the use of all navigation equipment including

(i) degaussing equipment,

(ii) echo sounding equipment, and

(iii) radio aids to navigation;

(*e*) when no Direction Officer is borne, the Action Information Organization and training of men of the Radar Plot Branch;

(*f*) when no qualified Meteorological Officer is borne, the meteorological duties, and the organization and training of men of the Meteorological Branch; and

(*g*) navigation charts and publications (*See articles 48.53—"Charts and Navigational Publications".*).

(2) When a qualified navigating officer is not appointed as Navigating Officer, these duties shall be performed by an officer designated by the Captain, but the responsibility of navigating the ship devolves on the Captain. (*See Article 48.21—"Pilotage".*).

(C) (15 Mar 55)

48.07—THE DIRECTION OFFICER

The Direction Officer is responsible for:

(*a*) the Action Information Organization and Warning Radar;

(*b*) all aircraft control and direction duties (*See article 55.05—"Aircraft Direction Officer".*);

(*c*) the departmental duties of the Direction Department (*See Article 4.33—"Heads of Departments".*); and

(*d*) the organization and training of men of the Radar Plot Branch.

(C) (15 Mar 55)

48.08—METEOROLOGICAL DEPARTMENT

(1) The Meteorological Officer shall be the Head of the Meteorological Department of the ship and shall be responsible for the training of the meteorological observers. When no officer qualified in meteorological duties is borne the Navigating Officer shall perform them. (*See articles 4.33—"Heads of Departments", and 4.34—"Specialist and Departmental Duties When No Fully Qualified Officer Is Borne".*)

48.08—METEOROLOGICAL DEPARTMENT—(Cont'd)

(2) In ships where no meteorological officer is allocated, the Captain shall arrange that suitable space is provided for the performance of the meteorological duties and the stowage of the materiel of the department.

(3) In ships where weather forecasts must be issued systematically, the Meteorological Officer shall be assisted by:

(*a*) an officer preferably qualified in meteorology; and

(*b*) a man detailed by the Executive Officer.

(4) At Naval Air Stations, the Meteorological Officer shall be responsible to the Commander (Air) for those of his duties which concern:

(*a*) the flying operation and safety of aircraft;

(*b*) the organization of the meteorological staff;

(*c*) the provision of the information on present and future weather necessary to enable the Commander (Air) to ensure the correct operation and safety of aircraft; and

(*d*) the meteorological briefing of pilots and other aircrew, which shall be carried out personally by himself or by a subordinate meteorological officer to whom he has delegated this task.

(C)

(48.09 TO 48.14 INCLUSIVE: NOT ALLOCATED)

Section 3—Navigation and Charge of Ship Under Way

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS

(1) Order in Council PC 1953-1287 dated 13th August 1953 concerning the International Regulations for Preventing Collision at Sea, applies to all ships and other vessels of the navy.

(2) Executive Officers shall make themselves thoroughly acquainted with the rules set out in that Order in Council, as contained in (4) of this article.

(3) The rules shall at all times be referred to by the rule numbers allotted to them in the Order in Council.

(4) Order in Council PC 1953-1287 dated 13th August 1953 is as follows:

(*1 Jan 54*)

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

Part A.—Preliminary and Definitions

Rule 1

(*a*) These Rules shall be followed by all vessels and seaplanes upon the high seas and in all waters connected therewith navigable by seagoing vessels, except as provided in Rule 30. Where, as a result of their special construction, it is not possible for seaplanes to comply fully with the provisions of Rules specifying the carrying of lights and shapes, these provisions shall be followed as closely as circumstances permit.

(*b*) The Rules concerning lights shall be complied with in all weathers from sunset to sunrise, and during such times no other lights shall be exhibited, except such lights as cannot be mistaken for the prescribed lights or impair their visibility or distinctive character, or interfere with the keeping of a proper look-out.

(*c*) In the following Rules, except where the context otherwise requires:

(i) the word "vessel" includes every description of water craft, other than a seaplane on the water, used or capable of being used as a means of transportation on water;

(ii) the word "seaplane" includes a flying boat and any other aircraft designed to manoeuvre on the water;

(iii) the term "power-driven vessel" means any vessel propelled by machinery;

(iv) every power-driven vessel which is under sail and not under power is to be considered a sailing vessel, and every vessel under power, whether under sail or not, is to be considered a power-driven vessel;

(v) a vessel or seaplane on the water is "under way" when she is not at anchor, or made fast to the shore, or aground;

(vi) the term "height above the hull" means height above the upper-most continuous deck;

(vii) the length and breadth of a vessel shall be deemed to be the length and breadth appearing in her certificate of registry;

(viii) the length and span of a seaplane shall be its maximum length and span as shown in its certificate of airworthiness, or as determined by measurement in the absence of such certificate;

(ix) the word "visible", when applied to lights, means visible on a dark night with a clear atmosphere;

(x) the term "short blast" means a blast of about one second's duration;

(xi) the term "prolonged blast" means a blast from four to six seconds' duration;

(xii) the word "whistle" means whistle or siren;

(xiii) the word "tons" means gross tons.

Part B.—Lights and Shapes

Rule 2

(*a*) A power-driven vessel when under way shall carry:

(i) On or in front of the foremast, or if a vessel without a foremast then in the forepart of the vessel, a bright white light so constructed as to show an

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

unbroken light over an arc of the horizon of 20 points of the compass (225 degrees), so fixed as to show the light 10 points (112½ degrees) on each side of the vessel, that is, from right ahead to 2 points (22½ degrees) abaft the beam on either side, and of such a character as to be visible at a distance of at least 5 miles.

*(ii) Either forward of or abaft the white light mentioned in subsection (i) a second white light similar in construction and character to that light. Vessels of less than 150 feet in length, and vessels engaged in towing, shall not be required to carry this second white light but may do so.

*(iii) These two white lights shall be so placed in a line with and over the keel that one shall be at least 15 feet higher than the other and in such a position that the lower light shall be forward of the upper one. The horizontal distance between the two white lights shall be at least three times the vertical distance. The lower of these two white lights or, if only one is carried, then that light, shall be placed at a height above the hull of not less than 20 feet, and, if the breadth of the vessel exceeds 20 feet, then at a height above the hull not less than such breadth, so however, that the light need not be placed at a greater height above the hull than 40 feet. In all circumstances the light or lights, as the case may be, shall be so placed as to be clear of and above all other lights and obstructing superstructures.

(iv) On the starboard side a green light so constructed as to show an unbroken light over an arc of the horizon of 10 points of the compass (112½ degrees), so fixed as to show the light from right ahead to 2 points (22½ degrees) abaft the beam on the starboard side, and of such a character as to be visible at a distance of at least 2 miles.

(v) On the port side a red light so constructed as to show an unbroken light over an arc of the horizon of 10 points of the compass (112½ degrees), so fixed as to show the light from right ahead to 2 points (22½ degrees) abaft the beam on the port side, and of such a character as to be visible at a distance of at least 2 miles.

(vi) The said green and red side lights shall be fitted with inboard screens projecting at least 3 feet forward from the light, so as to prevent these lights from being seen across the bows.

(*b*) A seaplane under way on the water shall carry:

(i) In the forepart amidships where it can best be seen a bright white light, so constructed as to show an unbroken light over an arc of the horizon of 220 degrees of the compass, so fixed as to show the light 110 degrees on each side of the seaplane, namely, from right ahead to 20 degrees abaft the beam on either side, and of such a character as to be visible at a distance of at least 3 miles.

(ii) On the right or starboard wing tip a green light, so constructed as to show an unbroken light over an arc of the horizon of 110 degrees of the compass, so fixed as to show the light from right ahead to 20 degrees abaft the beam

*By Order in Council PC 1954-1554 dated 13 October 1954, HMC Ships are exempted from carrying the second white light.

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

on the starboard side, and of such a character as to be visible at a distance of at least 2 miles.

(iii) On the left or port wing tip a red light, so constructed as to show an unbroken light over an arc of the horizon of 110 degrees of the compass, so fixed as to show the light from right ahead to 20 degrees abaft the beam on the port side, and of such a character as to be visible at a distance of at least 2 miles.

Rule 3

(*a*) A power-driven vessel when towing or pushing another vessel shall, in addition to her sidelights, carry two bright white lights in a vertical line one over the other, not less than 6 feet apart, and when towing more than one vessel shall carry an additional bright white light 6 feet above or below such lights, if the length of the tow, measuring from the stern of the towing vessel to the stern of the last vessel towed, exceeds 600 feet. Each of these lights shall be of the same construction and character and one of them shall be carried in the same position as the white light mentioned in Rule 2 (*a*) (i), except the additional light, which shall be carried at a height of not less than 14 feet above the hull. In a vessel with a single mast, such lights may be carried on the mast.

(*b*) The towing vessel shall also show either the stern light specified in Rule 10 or in lieu of that light a small white light abaft the funnel or aftermast for the tow to steer by, but such light shall not be visible forward of the beam. The carriage of the white light specified in Rule 2 (*a*) (ii) is optional.

(*c*) A seaplane on the water, when towing one or more seaplanes or vessels, shall carry the lights prescribed in Rule 2 (*b*)(i), (ii) and (iii); and, in addition, she shall carry a second white light of the same construction and character as the white light mentioned in Rule 2 (*b*) (i), and in a vertical line at least 6 feet above or below such light.

Rule 4

(*a*) A vessel which is not under command shall carry, where they can best be seen, and, if a power-driven vessel, in lieu of the lights required by Rule 2 (*a*) (i) and (ii), two red lights in a vertical line one over the other not less than 6 feet apart, and of such a character as to be visible all round the horizon at a distance of at least 2 miles. By day, she shall carry in a vertical line one over the other not less than 6 feet apart, where they can best be seen, two black balls or shapes each not less than 2 feet in diameter.

(*b*) A seaplane on the water which is not under command may carry, where they can best be seen, two red lights in a vertical line, one over the other, not less than 3 feet apart, and of such a character as to be visible all round the horizon at a distance of at least 2 miles, and may by day carry in a vertical line one over the other not less than 3 feet apart, where they can best be seen, two black balls or shapes, each not less than 2 feet in diameter.

(*c*) A vessel engaged in laying or in picking up a submarine cable or navigation mark, or a vessel engaged in surveying or underwater operations when from the nature of her work she is unable to get out of the way of approaching vessels, shall carry, in lieu of the lights specified in Rule 2 (*a*) (i) and (ii), three lights in a vertical line one over the other not less than 6 feet apart. The highest and lowest of these lights shall be red,

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

and the middle light shall be white, and they shall be of such a character as to be visible all round the horizon at a distance of at least 2 miles. By day, she shall carry in a vertical line one over the other not less than 6 feet apart, where they can best be seen, three shapes each not less than 2 feet in diameter, of which the highest and lowest shall be globular in shape and red in colour, and the middle one diamond in shape and white.

(*d*) The vessels and seaplanes referred to in this Rule, when not making way through the water, shall not carry the coloured sidelights, but when making way they shall carry them.

(*e*) The lights and shapes required to be shown by this Rule are to be taken by other vessels and seaplanes as signals that the vessel or seaplane showing them is not under command and cannot therefore get out of the way.

(*f*) These signals are not signals of vessels in distress and requiring assistance. Such signals are contained in Rule 31.

Rule 5

(*a*) A sailing vessel under way and any vessel or seaplane being towed shall carry the same lights as are prescribed by Rule 2 for a power-driven vessel or a seaplane under way, respectively, with the exception of the white lights specified therein, which they shall never carry. They shall also carry stern lights as specified in Rule 10, provided that vessels towed, except the last vessel of a tow, may carry, in lieu of such stern light, a small white light as specified in Rule 3 (*b*).

(*b*) A vessel being pushed ahead shall carry, at the forward end, on the starboard side a green light and on the port side a red light, which shall have the same characteristics as the lights described in Rule 2 (*a*) (iv) and (v) and shall be screened as provided in Rule 2 (*a*) (vi), provided that any number of vessels pushed ahead in a group shall be lighted as one vessel.

Rule 6

(*a*) In small vessels, when it is not possible on account of bad weather or other sufficient cause to fix the green and red sidelights, these lights shall be kept at hand lighted and ready for immediate use, and shall, on the approach of or to other vessels, be exhibited on their respective sides in sufficient time to prevent collision, in such manner as to make them most visible, and so that the green light shall not be seen on the port side nor the red light on the starboard side, nor, if practicable, more than 2 points (22½ degrees) abaft the beam on their respective sides.

(*b*) To make the use of these portable lights more certain and easy, the lanterns containing them shall each be painted outside with the colour of the lights they respectively contain, and shall be provided with proper screens.

Rule 7

Power-driven vessels of less than 40 tons, vessels under oars or sails of less than 20 tons, and rowing boats, when under way shall not be required to carry the lights mentioned in Rule 2, but if they do not carry them they shall be provided with the following lights:

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

(*a*) Power-driven vessels of less than 40 tons, except as provided in section (*b*), shall carry:

(i) In the forepart of the vessel, where it can best be seen, and at a height above the gunwale of not less than 9 feet, a bright white light constructed and fixed as prescribed in Rule 2 (*a*) (i) and of such a character as to be visible at a distance of at least 3 miles.

(ii) Green and red sidelights constructed and fixed as prescribed in Rule 2 (*a*) (iv) and (v), and of such a character as to be visible at a distance of at least 1 mile, or a combined lantern showing a green light and a red light from right ahead to 2 points (22½ degrees) abaft the beam on their respective sides. Such lantern shall be carried not less than 3 feet below the white light.

(*b*) Small power-driven boats, such as are carried by seagoing vessels, may carry the white light at a less height than 9 feet above the gunwale, but it shall be carried above the sidelights or the combined lantern mentioned in subsection (*a*) (ii).

(*c*) Vessels of less than 20 tons, under oars or sails, except as provided in section (*d*), shall, if they do not carry the sidelights, carry where it can best be seen a lantern showing a green light on one side and a red light on the other, of such a character as to be visible at a distance of at least 1 mile, and so fixed that the green light shall not be seen on the port side, nor the red light on the starboard side. Where it is not possible to fix this light, it shall be kept ready for immediate use and shall be exhibited in sufficient time to prevent collision and so that the green light shall not be seen on the port side nor the red light on the starboard side.

(*d*) Small rowing boats, whether under oars or sail, shall only be required to have ready at hand an electric torch or a lighted lantern showing a white light, which shall be exhibited in sufficient time to prevent collision.

(*e*) The vessels and boats referred to in this Rule shall not be required to carry the lights or shapes prescribed in Rules 4 (*a*) and 11 (*e*).

Rule 8

(*a*) (i) Sailing pilot-vessels, when engaged on their station on pilotage duty and not at anchor, shall not show the lights prescribed for other vessels, but shall carry a white light at the masthead visible all round the horizon at a distance of at least 3 miles, and shall also exhibit a flare-up light, or flare-up lights at short intervals, which shall never exceed 10 minutes.

(ii) On the near approach of or to other vessels they shall have their sidelights lighted ready for use and shall flash or show them at short intervals, to indicate the direction in which they are heading, but the green light shall not be shown on the port side, nor the red light on the starboard side.

(iii) A sailing pilot-vessel of such a class as to be obliged to go alongside of a vessel to put a pilot on board may show the white light instead of carrying it at the masthead and may, instead of the sidelights above mentioned, have at hand ready for use a lantern with a green glass on the one side and a red glass on the other to be used as prescribed above.

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

(*b*) A power-driven pilot-vessel when engaged on her station on pilotage duty and not at anchor shall, in addition to the lights and flares required for sailing pilot-vessels, carry at a distance of 8 feet below her white masthead light a red light visible all round the horizon at a distance of at least 3 miles, and also the sidelights required to be carried by vessels when under way. A bright intermittent all round white light may be used in place of a flare.

(*c*) All pilot-vessels, when engaged on their stations on pilotage duty and at anchor, shall carry the lights and show the flares prescribed in sections (*a*) and (*b*), except that the sidelights shall not be shown. They shall also carry the anchor light or lights prescribed in Rule 11.

(*d*) All pilot-vessels, whether at anchor or not at anchor, shall, when not engaged on their stations on pilotage duty, carry the same lights as other vessels of their class and tonnage.

Rule 9

(*a*) Fishing vessels when not fishing shall show the lights or shapes prescribed for similar vessels of their tonnage. When fishing they shall show only the lights or shapes prescribed by this Rule, which lights or shapes, except as otherwise provided, shall be visible at a distance of at least 2 miles.

(*b*) Vessels fishing with trolling (towing) lines, shall show only the lights prescribed for a power-driven or sailing vessel under way as may be appropriate.

(*c*) Vessels fishing with nets or lines, except trolling (towing) lines, extending from the vessel not more than 500 feet horizontally into the seaway shall show, where it can best be seen, one all round white light and in addition, on approaching or being approached by another vessel, shall show a second white light at least 6 feet below the first light and at a horizontal distance of at least 10 feet away from it (6 feet in small open boats) in the direction in which the outlying gear is attached. By day such vessels shall indicate their occupation by displaying a basket where it can best be seen; and if they have their gear out while at anchor, they shall, on the approach of other vessels, show the same signal in the direction from the anchor ball towards the net or gear.

(*d*) Vessels fishing with nets or lines, except trolling (towing) lines, extending from the vessel more than 500 feet horizontally into the seaway shall show, where they can best be seen, three white lights at least 3 feet apart in a vertical triangle visible all round the horizon. When making way through the water, such vessels shall show the proper coloured sidelights but when not making way they shall not show them. By day they shall show a basket in the forepart of the vessel as near the stem as possible not less than 10 feet above the rail; and, in addition, where it can best be seen, one black conical shape, apex upwards. If they have their gear out while at anchor they shall, on the approach of other vessels, show the basket in the direction from the anchor ball towards the net or gear.

(*e*) Vessels when engaged in trawling, by which is meant the dragging of a dredge net or other apparatus along or near the bottom of the sea, and not at anchor:

(i) If power-driven vessels, shall show in the same position as the white light mentioned in Rule 2 (*a*) (i) a tri-coloured lantern, so constructed and fixed

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

as to show a white light from right ahead to 2 points (22½ degrees) on each bow, and a green light and a red light over an arc of the horizon from 2 points (22½ degrees) on each bow to 2 points (22½ degrees) abaft the beam on the starboard and port sides, respectively; and not less than 6 nor more than 12 feet below the tri-coloured lantern a white light in a lantern, so constructed as to show a clear, uniform, and unbroken light all round the horizon. They shall also show the stern light specified in Rule 10 (*a*).

(ii) If sailing vessels, shall carry a white light in a lantern so constructed as to show a clear, uniform, and unbroken light all round the horizon, and shall also, on the approach of or to other vessels show, where it can best be seen, a white flare-up light in sufficient time to prevent collision.

(iii) By day, each of the foregoing vessels shall show, where it can best be seen, a basket.

(*f*) In addition to the lights which they are by this Rule required to show vessels fishing may, if necessary in order to attract attention of approaching vessels, show a flare-up light. They may also use working lights.

(*g*) Every vessel fishing, when at anchor, shall show the lights or shapes specified in Rule 11 (*a*), (*b*) or (*c*); and shall, on the approach of another vessel or vessels, show an additional white light at least 6 feet below the forward anchor light and at a horizontal distance of at least 10 feet away from it in the direction of the outlying gear.

(*h*) If a vessel when fishing becomes fast by her gear to a rock or other obstruction she shall in daytime haul down the basket required by sections (*c*), (*d*) or (*e*) and show the signal specified in Rule 11 (*c*). By night she shall show the light or lights specified in Rule 11 (*a*) or (*b*). In fog, mist, falling snow, heavy rainstorms or any other condition similarly restricting visibility, whether by day or by night, she shall sound the signal prescribed by Rule 15 (*c*) (v), which signal shall also be used, on the near approach of another vessel in good visibility.

NOTE.—*For fog signals for fishing vessels, see Rule* 15 (*c*) (ix).

Rule 10

(*a*) A vessel when under way shall carry at her stern a while light, so constructed that it shall show an unbroken light over an arc of the horizon of 12 points of the compass (135 degrees), so fixed as to show the light 6 points (67½ degrees) from right aft on each side of the vessel, and of such a character as to be visible at a distance of at least 2 miles. Such light shall be carried as nearly as practicable on the same level as the sidelights.

NOTE.—*For vessels engaged in towing or being towed, see Rules* 3 (*b*) *and* 5.

(*b*) In a small vessel, if it is not possible on account of bad weather or other sufficient cause for this light to be fixed, an electric torch or a lighted lantern shall be kept at hand ready for use and shall, on the approach of an overtaking vessel, be shown in sufficient time to prevent collision.

(*c*) A seaplane on the water when under way shall carry on her tail a white light, so constructed as to show an unbroken light over an arc of the horizon of 140 degrees of the compass, so fixed as to show the light 70 degrees from right aft on each side of the seaplane, and of such a character as to be visible at a distance of at least 2 miles.

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

Rule 11

(*a*) A vessel under 150 feet in length, when at anchor, shall carry in the forepart of the vessel, where it can best be seen, a white light in a lantern so constructed as to show a clear, uniform, and unbroken light visible all round the horizon at a distance of at least 2 miles.

(*b*) A vessel of 150 feet or upwards in length, when at anchor, shall carry in the forepart of the vessel, at a height of not less than 20 feet above the hull, one such light, and at or near the stern of the vessel and at such a height that it shall be not less than 15 feet lower than the forward light, another such light. Both these lights shall be visible all round the horizon at a distance of at least 3 miles.

(*c*) Between sunrise and sunset every vessel when at anchor shall carry in the forepart of the vessel, where it can best be seen, one black ball not less than 2 feet in diameter.

(*d*) A vessel engaged in laying or in picking up a submarine cable or navigation mark, or a vessel engaged in surveying or underwater operations, when at anchor, shall carry the lights or shapes prescribed in Rule 4 (*c*) in addition to those prescribed in the appropriate preceding sections of this Rule.

(*e*) A vessel aground shall carry by night the light or lights prescribed in sections (*a*) or (*b*) and the two red lights prescribed in Rule 4 (*a*). By day she shall carry, where they can best be seen, three black balls, each not less than 2 feet in diameter, placed in a vertical line one over the other, not less than 6 feet apart.

(*f*) A seaplane on the water under 150 feet in length, when at anchor, shall carry, where it can best be seen, a white light, visible all round the horizon at a distance at of least 2 miles.

(*g*) A seaplane on the water 150 feet or upwards in length, when at anchor, shall carry, where they can best be seen, a white light forward and a white light aft, both lights visible all round the horizon at a distance of at least 3 miles; and, in addition, if the seaplane is more than 150 feet in span, a white light on each side to indicate the maximum span, and visible, so far as practicable, all round the horizon at a distance of 1 mile.

(*h*) A seaplane aground shall carry an anchor light or lights as prescribed in sections (*f*) and (*g*), and in addition may carry two red lights in a vertical line, at least 3 feet apart, so placed as to be visible all round the horizon.

Rule 12

Every vessel or seaplane on the water may, if necessary in order to attract attention, in addition to the lights which she is by these Rules required to carry, show a flare-up light or use a detonating or other efficient sound signal that cannot be mistaken for any signal authorized elsewhere under these Rules.

Rule 13

(*a*) Nothing in these Rules shall interfere with the operation of any special rules made by the Government of any nation with respect to additional station and signal lights for ships of war, for vessels sailing under convoy, or for seaplanes on the water;

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

or with the exhibition of recognition signals adopted by shipowners, which have been authorized by their respective Governments and duly registered and published.

(*b*) Whenever the Government concerned shall have determined that a naval or other military vessel or waterborne seaplane of special construction or purpose cannot comply fully with the provisions of any of these Rules with respect to the number, position, range or arc of visibility of lights or shapes, without interfering with the military function of the vessel or seaplane, such vessel or seaplane shall comply with such other provisions in regard to the number, position, range or arc of visibility of lights or shapes as her Government shall have determined to be the closest possible compliance with these Rules in respect of that vessel or seaplane.

Rule 14

A vessel proceeding under sail, when also being propelled by machinery, shall carry in the daytime forward, where it can best be seen, one black conical shape, point upwards, not less than 2 feet in diameter at its base.

Rule 15

(*a*) A power-driven vessel shall be provided with an efficient whistle, sounded by steam or by some substitute for steam, so placed that the sound may not be intercepted by any obstruction, and with an efficient fog-horn, to be sounded by mechanical means, and also with an efficient bell. A sailing vessel of 20 tons or upwards shall be provided with a similar fog-horn and bell.

(*b*) All signals prescribed by this Rule for vessels under way shall be given:

(i) by power-driven vessels on the whistle;

(ii) by sailing vessels on the fog-horn;

(iii) by vessels towed on the whistle or fog-horn.

(*c*) In fog, mist, falling snow, heavy rainstorms, or any other condition similarly restricting visibility, whether by day or night, the signals prescribed in this Rule shall be used as follows:

(i) A power-driven vessel making way through the water, shall sound at intervals of not more than 2 minutes a prolonged blast.

(ii) A power-driven vessel under way, but stopped and making no way through the water, shall sound at intervals of not more than 2 minutes two prolonged blasts, with an interval of about 1 second between them.

(iii) A sailing vessel under way shall sound, at intervals of not more than 1 minute, when on the starboard tack one blast, when on the port tack two blasts in succession, and when with the wind abaft the beam three blasts in succession.

(iv) A vessel when at anchor shall at intervals of not more than 1 minute ring the bell rapidly for about 5 seconds. In vessels of more than 350 feet in length the bell shall be sounded in the forepart of the vessel, and in addition there shall be sounded in the after part of the vessel, at intervals of not more than 1 minute for about 5 seconds, a gong or other instrument, the

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

tone and sounding of which cannot be confused with that of the bell. Every vessel at anchor may in addition, in accordance wuith Rule 12, sound three blasts in succession, namely, one short, one prolonged, and one short blast, to give warning of her position and of the possibility of collision to an approaching vessel.

(v) A vessel when towing, a vessel engaged in laying or in picking up a submarine cable or navigation mark, and a vessel under way which is unable to get out of the way of an approaching vessel through being not under command or unable to manoeuvre as required by these Rules shall, instead of the signals prescribed in subsections (i), (ii) and (iii) sound, at intervals of not more than 1 minute, three blasts in succession, namely, one prolonged blast followed by two short blasts.

(vi) A vessel towed, or, if more than one vessel is towed, only the last vessel of the tow, if manned, shall, at intervals of not more than 1 minute, sound four blasts in succession, namely, one prolonged blast followed by three short blasts. When practicable, this signal shall be made immediately after the signal made by the towing vessel.

(vii) A vessel aground shall give the signal prescribed in subsection (iv) and shall, in addition, give three separate and distinct strokes on the bell immediately before and after each such signal.

(viii) A vessel of less than 20 tons, a rowing boat, or a seaplane on the water, shall not be obliged to give the above-mentioned signals, but if she does not, she shall make some other efficient sound signal at intervals of not more than 1 minute.

(ix) A vessel when fishing, if of 20 tons or upwards, shall at intervals of not more than 1 minute, sound a blast, such blast to be followed by ringing the bell; or she may sound, in lieu of these signals, a blast consisting of a series of several alternate notes of higher and lower pitch.

Rule 16

Speed to be moderate in fog, &c.

(*a*) Every vessel, or seaplane when taxi-ing on the water, shall, in fog, mist, falling snow, heavy rainstorms or any other condition similarly restricting visibility, go at a moderate speed, having careful regard to the existing circumstances and conditions.

(*b*) A power-driven vessel hearing, apparently forward of her beam, the fog-signal of a vessel the position of which is not ascertained, shall, so far as the circumstances of the case admit, stop her engines, and then navigate with caution until danger of collision is over.

Part C.—Steering and Sailing Rules

Preliminary

1. *In obeying and construing these Rules, any action taken should be positive, in ample time, and with due regard to the observance of good seamanship.*

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

2. Risk of collision can, when circumstances permit, be ascertained by carefully watching the compass bearing of an approaching vessel. If the bearing does not appreciably change, such risk should be deemed to exist.

3. *Mariners should bear in mind that seaplanes in the act of landing or taking off, or operating under adverse weather conditions, may be unable to change their intended action at the last moment.*

Rule 17

When two sailing vessels are approaching one another, so as to involve risk of collision, one of them shall keep out of the way of the other, as follows:

(*a*) A vessel which is running free shall keep out of the way of a vessel which is close-hauled.

(*b*) A vessel which is close-hauled on the port tack shall keep out of the way of a vessel which is close-hauled on the starboard tack.

(*c*) When both are running free, with the wind on different sides, the vessel which has the wind on the port side shall keep out of the way of the other.

(*d*) When both are running free, with the wind on the same side, the vessel which is to windward shall keep out of the way of the vessel which is to leeward.

(*e*) A vessel which has the wind aft shall keep out of the way of the other vessel.

Rule 18

(*a*) When two power-driven vessels are meeting end on, or nearly end on, so as to involve risk of collision, each shall alter her course to starboard, so that each may pass on the port side of the other. This Rule only applies to cases where vessels are meeting end on, or nearly end on, in such a manner as to involve risk of collision, and does not apply to two vessels which must, if both keep on their respective courses, pass clear of each other. The only cases to which it does apply are when each of two vessels is end on, or nearly end on, to the other; in other words, to cases in which, by day, each vessel sees the masts of the other in a line, or nearly in a line, with her own; and by night to cases in which each vessel is in such a position as to see both the sidelights of the other. It does not apply, by day, to cases in which a vessel sees another ahead crossing her own course; or, by night, to cases where the red light of one vessel is opposed to the red light of the other or where the green light of one vessel is opposed to the green light of the other or where a red light without a green light or a green light without a red light is seen ahead, or where both green and red lights are seen anywhere but ahead.

(*b*) For the purposes of this Rule and Rules 19 to 29 inclusive, except Rule 20 (*b*), a seaplane on the water shall be deemed to be a vessel, and the expression "power-driven vessel" shall be construed accordingly.

Rule 19

When two power-driven vessels are crossing, so as to involve risk of collision, the vessel which has the other on her own starborad side shall keep out of the way of the other.

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

Rule 20

(*a*) When a power-driven vessel and a sailing vessel are proceeding in such directions as to involve risk of collision, except as provided in Rules 24 and 26, the power-driven vessel shall keep out of the way of the sailing vessel.

(*b*) A seaplane on the water shall, in general, keep well clear of all vessels and avoid impeding their navigation. In circumstances, however, where risk of collision exists, she shall comply with these Rules.

Rule 21

Where by any of these Rules one of two vessels is to keep out of the way, the other shall keep her course and speed. When, from any cause the later vessel finds herself so close that collision cannot be avoided by the action of the giving-way vessel alone, she also shall take such action as will best aid to avert collision (see Rules 27 and 29).

Rule 22

Every vessel which is directed by these Rules to keep out of the way of another vessel shall, if the circumstances of the case admit, avoid crossing ahead of the other.

Rule 23

Every power-driven vessel which is directed by these Rules to keep out of the way of another vessel shall, on approaching her, if necessary, slacken her speed or stop or reverse.

Rule 24

(*a*) Notwithstanding anything contained in these Rules, every vessel overtaking any other shall keep out of the way of the overtaken vessel.

(*b*) Every vessel coming up with another vessel from any direction more than 2 points (22½ degrees) abaft her beam, i.e. in such a position, with reference to the vessel which she is overtaking, that at night she would be unable to see either of that vessel's sidelights, shall be deemed to be an overtaking vessel; and no subsequent alteration of the bearing between the two vessels shall make the overtaking vessel a crossing vessel within the meaning of these Rules, or relieve her of the duty of keeping clear of the overtaken vessel until she is finally past and clear.

(*c*) If the overtaking vessel cannot determine with certainty whether she is forward of or abaft this direction from the other vessel, she shall assume that she is an overtaking vessel and keep out of the way.

Rule 25

(*a*) In a narrow channel every power-driven vessel when proceeding along the course of the channel shall, when it is safe and practicable, keep to that side of the fairway or mid-channel which lies on the starboard side of such vessel.

(*b*) Whenever a power-driven vessel is nearing a bend in a channel where a power-driven vessel approaching from the other direction cannot be seen, such vessel, when she

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

shall have arrived within one-half mile of the bend, shall give a signal by one prolonged blast of her whistle, which signal shall be answered by a similar blast given by any approaching power-driven vessel that may be within hearing around the bend. Regardless of whether an approaching vessel on the farther side of the bend is heard, such bend shall be rounded with alertness and caution.

Rule 26

All vessels not engaged in fishing shall, when under way, keep out of the way of any vessels fishing with nets or lines or trawls. This Rule shall not give to any vessel engaged in fishing the right of obstructing a fairway used by vessels other than fishing vessels.

Rule 27

In obeying and construing these Rules due regard shall be had to all dangers of navigation and collision, and to any special circumstances, including the limitations of the craft involved, which may render a departure from the above Rules necessary in order to avoid immediate danger.

PART D.—MISCELLANEOUS

Rule 28

(*a*) When vessels are in sight of one another, a power-driven vessel under way, in taking any course authorized or required by these Rules, shall indicate that course by the following signals on her whistle, namely:—

One short blast to mean "I am altering my course to starboard."

Two short blasts to mean "I am altering my course to port."

Threes short blasts to mean "My engines are going astern."

(*b*) Whenever a power-driven vessel which, under these Rules, is to keep her course and speed, is in sight of another vessel and is in doubt whether sufficient action is being taken by the other vessel to avert collision, she may indicate such doubt by giving at least five short and rapid blasts on the whistle. The giving of such a signal shall not relieve a vessel of her obligations under Rules 27 and 29 or any other Rule, or of her duty to indicate any action taken under these Rules by giving the appropriate sound signals laid down in this Rule.

(*c*) Nothing in these Rules shall interfere with the operation of any special rules made by the Government of any nation with respect to the use of additional whistle signals between ships of war or vessels sailing under convoy.

Rule 29

Nothing in these Rules shall exonerate any vessel, or the owner, master or crew thereof, from the consequences of any neglect to carry lights or signsal, or of any neglect to keep a proper look-out, or of the neglect of any precaution which may be required by the ordinary practice of seamen, or by the special circumstances of the case.

48.15—PREVENTION OF COLLISIONS AND SIGNALS OF DISTRESS—(Cont'd)

Rule 30

Reservation of Rules for Harbours and Inland Navigation

Nothing in these Rules shall interfere with the operation of a special rule duly made by local authority relative to the navigation of any harbour, river, lake, or inland water, including a reserved seaplane area.

Rule 31

Distress Signals

When a vessel or seaplane on the water is in distress and requires assistance from other vessels or from the shore, the following shall be the signals to be used or displayed by her, either together or separately, namely:

(*a*) A gun or other explosive signal fired at intervals of about a minute.

(*b*) A continuous sounding with any fog-signal apparatus.

(*c*) Rockets or shells, throwing red stars fired one at a time at short intervals.

(*d*) A signal made by radiotelegraphy or by any other signalling method consisting of the group . . . — — — . . . in the Morse Code.

(*e*) A signal sent by radiotelephony consisting of the spoken word "Mayday."

(*f*) The International Code Signal of distress indicated by N.C.

(*g*) A signal consisting of a square flag having above or below it a ball or anything resembling a ball.

(*h*) Flames on the vessel (as from a burning tar barrel, oil barrel, &c.).

(*i*) A rocket parachute flare showing a red light.

The use of any of the above signals, except for the purpose of indicating that a vessel or a seaplane is in distress, and the use of any signals which may be confused with any of the above signals, is prohibited.

Note.—A radio signal has been provided for use by vessels in distress for the purpose of actuating the auto-alarms of other vessels and thus securing attention to distress calls or messages. The signal consists of a series of twelve dashes, sent in 1 minute, the duration of each dash being 4 seconds, and the duration of the interval between two consecutive dashes 1 second.

Rule 32

All orders to helmsmen shall be given in the following sense: right rudder or starboard to mean "put the vessel's rudder to starboard"; left rudder or port to mean "put the vessel's rudder to port". ".

(C) (1 Jan 54)

48.16—CHARGE OF SHIP UNDER WAY

(1) Under the direction of the Captain, the Officer of the watch is in charge of the ship when under way. (*See article 4.44—"Officer of the Watch at Sea", and 48.06—"The Navigating Officer."*)

48.16—CHARGE OF SHIP UNDER WAY—(Cont'd)

(2) The Captain shall not entrust the charge of the ship to:

(*a*) any person, unless he has satisfied himself that that person knows the regulations for preventing collisions at sea; (*See articles 48.15—"Prevention of Collisions and Signals of Distress", and 48.23—"Relation Between Pilot and Ship's Officers."*); or

(*b*) an officer of a foreign navy borne as a supernumerary.

(3) The Captain shall take care that no inexperienced person is left in sole charge of the ship, but that he is supervised by an experienced Officer of the Watch. (*See article 48.23—"Relation Between Pilot and Ship's Officers".*)

(C)

48.17—FIXING THE SHIP'S POSITION

(1) The Navigating Officer is responsible, under the Captain, that the ship's position is, at all times, known as accurately as circumstances permit.

(2) *Daily Reckoning.* When at sea, the Navigating Officer shall, immediately after noon each day, deliver to the Captain on Form C.N.S. 375 (Navigating Officer's Report of Position of Ship at Noon) an account of the latitude and longitude the ship is in and all other particulars regarding her position and movements that the Captain requires. (*See article 71.4801—"Report of Noon Position."*)

(3) *Fixes by the Officer of the Watch.* (*See article 4.44—"Officer of the Watch at Sea."*) The Officer of the Watch shall, when the ship is in sight of land, fix her position frequently by observations of terrestrial objects. He shall enter the results obtained from these fixes in the Note Book (*See article 48.56—"Work Book and Note Book".*) and, when advisable, report them to the Captain and the Navigating Officer. He shall enter the ship's position in the ship's log at least once in each watch.

(C)

48.18—ASTRONOMICAL OBSERVATIONS

(1) At sea, all Executive Officers when on watch shall fix the ship by observations of heavenly bodies as opportunity offers and particularly during morning and evening twilight.

(2) The result shall be noted in the ship's log, and, when necessary, reported immediately to the Captain and Navigating Officer.

(3) The Officer of the Watch shall not neglect his other important duties in order to take these observations or work them out, and, unless properly relieved, he shall not go below to work them out.

(C)

48.19—APPROACHING VESSELS CARRYING EXPLOSIVES

Ships which are required to approach near to vessels carrying explosives shall exercise extreme caution.

(C)

(48.20: NOT ALLOCATED)

48.21—PILOTAGE

(1) Normally, the Navigating Officer is the pilot of the ship. When the officer borne for navigational duties is not a qualified navigating officer, the duty of pilotage devolves on the Captain, who may either perform it himself or detail an executive officer of the ship's complement for that duty.

(2) *Ports and Channels of Difficult Access.* When ports or channels are difficult of access or where the charts supplied are not sufficient guide, the Captain may employ a licensed or regular pilot.

(3) *When Pilot not to be Employed.*

(*a*) Except in cases described in (2) of this article or where compulsory pilotage is in effect, (*See* (*4*) *of this article*) a pilot shall not be employed.

(*b*) If a pilot is employed in any other circumstances, the Captain shall forward an explanation to Naval Headquarters. (*See article 71.4802—"Reports Regarding Pilots."*)

48.21—PILOTAGE—(Cont'd)

(*c*) if the explanation is not considered sufficient, the expense of the pilot may be charged against the Captain.

(4) Ships are not exempt from compulsory pilotage and the Captain shall comply with local regulations.

(*See article 48.22—"Pilots".*)

(C)

48.22—PILOTS

(1) *Unlicensed Pilots.* Except when licensed or regular pilots are unobtainable, unlicensed pilots shall not be employed.

(2) *Engagement of Pilots.*

(*a*) When it is necessary to engage a pilot, the Captain shall enter into a written engagement or an oral agreement.

(*b*) If an oral agreement is adopted, it shall be made in the presence of witnesses and shall specify the rate or sum to be paid in satisfaction of all demands and, if it is for a lengthy period, when the payments shall be made. All particulars of the agreement shall be reported to Naval Headquarters. (*See article 71.4802 —"Reports Regarding Pilots".*)

(*c*) If a written engagement is entered into it shall be signed by the Captain, the pilot and the witnesses and the names of the witnesses and the terms of the engagement shall be noted in the ship's log.

(*d*) The whole of the services performed within the period shall be shown on the certificate of employment, as presented by the pilot. (*15 Jul 55*)

(3) *Certificate of Employment.* The Captain shall sign a certificate of employment, as presented by the pilot, showing the exact positions to and from which the ship was piloted. (*15 Jul 55*)

(4) *How Borne.* A pilot, when employed, shall be borne as supernumerary for victuals and shall be discharged as soon as he has fulfilled the service for which he was engaged.

(5) *Accommodation for Pilot.* During his stay on board a pilot shall be:

(*a*) accommodated in a convenient berth;

(*b*) supplied with bedding; and

(*c*) treated with proper attention and respect.

(6) *Payment of Pilotage in Canada.* Certificates of pilotage in Canada and application for payment, together with all communications on the subject, shall be sent to Naval Headquarters by the pilot or pilotage authority. (*15 Jul 55*)

48.22—PILOTS—(Cont'd)

(7) *Payment of Pilot Abroad.* At places abroad, payment on the certificate shall be made by the Supply Officer under the Captain's authority. (*See "The Supply and Accounting Manual"*).

(C)

48.23—RELATION BETWEEN PILOT AND SHIP'S OFFICERS

(1) When a pilot is employed, the Captain may either utilize him in an advisory capacity or direct him to take full control of the handling of the ship.

(2) The employment of a pilot does not relieve the Captain, the Navigating Officer or the Officer of the Watch of their responsibilities for the safety of the ship, and should an accident occur that would have been prevented by an ordinary degree of attention on the part of any of these officers, they shall be deemed to have neglected their duty.

(3) *Incompetence of Pilot:*

(*a*) If the Navigating Officer or the Officer of the Watch has reason to believe that the pilot is incompetent he shall inform the Captain of his opinion.

(*b*) When the Captain considers that the pilot is not able to handle the ship with competence, he shall relieve him of his duties.

(*c*) When a pilot is relieved, the time shall be noted in the log and a report forwarded to the Senior Officer in Command. (*See article 71.4802—"Reports Regarding Pilots"*.)

(*d*) If practicable, the Senior Officer in Command shall order a Board of Inquiry to investigate the reasons why the Captain relieved the pilot of his duties.

(C)

48.24—CHARGE OF SHIP IN DOCKYARD PORTS, LOCKS AND BASINS

(1) When a ship arrives in, moves in or leaves one of Her Majesty's Canadian Dockyards, the dockyard officer in charge of the movement shall be entirely responsible for the safety of the ship in so far as it is affected by the movement, when the ship:

(*a*) is being moved by other means than her own power;

(*b*) has entered a lock, dock or basin, after the hawsers have been secured; and

(*c*) is leaving a lock, dock or basin, until the last hawser has been slipped.

(2) The Dockyard authorities are responsible:

(*a*) that arrangements are made to receive and secure the ship when she arrives alongside; and

(*b*) for letting go the hawsers when the ship leaves.

(*See articles 42.74—"Assistance by Ship's Company When Moving Ship in Dockyard Hands", and 41.06—"Movements of Ships in Dockyards"*.)

(3) When a ship is leaving the dockyard:

(*a*) she shall remain in dockyard charge until she is clear of the wall and proceeding under her own steam;

48.24—CHARGE OF SHIP IN DOCKYARD PORTS, LOCKS AND BASINS—(Cont'd)

(*b*) the dockyard officer in charge of the movement shall inform the Captain of the method that he proposes to use to effect it and of any special precautions that should be taken; and

(*c*) if the Captain does not agree with the proposed arrangements, the dockyard officer in charge of the movement shall refer the matter to the Superintendent of the Dockyard who, if he cannot reach an agreement with the Captain, shall report the circumstances to the Senior Officer responsible for movements in the port and obtain his decision.

(4) When the ship is under the control of tugs, but can be manoeuvered under her own power, the Captain should normally, direct the pilot or the Queen's Harbour Master to handle the ship. (*See article 48.23*)

(5) When conditions make it desirable for the Senior Officer responsible for movements in the port to direct the dockyard officers to assume entire responsibility for certain movements within the dockyard, the ship shall be handled as directed by the Queen's Harbour Master or his representative.

(6) If the Superintendent of the Dockyard considers it undesirable to move or sail a ship for any reason, he shall inform the Captain accordingly. If the Captain still wants the movement to be made and offers to accept the responsibility for it, the matter shall be referred for decision to the Senior Officer responsible for movements in the port. (*See article 42.65—"Submarines—Precautions When Docking and Undocking".*)

(C)

(48.25 TO 48.30 INCLUSIVE: NOT ALLOCATED)

Section 4—Collisions, Grounding, Wreck

48.31—TOUCHING GROUND AND COLLISIONS

(1) When one of Her Majesty's Canadian Ships touches ground or is involved in a collision with another vessel, or with a floating or sunken object, every effort shall be made to obtain the exact position of the ship at the time of the accident, and an entry shall be made in the ship's log giving the position and the method by which it was obtained. (*See article 71.4803—"Report of Touching Ground and Collision".*)

(2) *Possibility of Damage.* When one of Her Majesty's Canadian Ships comes into such close proximity to another vessel that there is a possibility of damage being sustained by either the ship or the vessel, the details listed in article 71.4803 (Report of Touching Ground and Collision) shall be carefully noted.

(3) *Preservation of Records.*

(*a*) When a collision or narrow escape from a collision occurs, or the ship has touched ground, the Captain shall ensure that the following items are preserved

(i) the Ship's Log Book,

48.31—TOUCHING GROUND AND COLLISIONS—(Cont'd)

(ii) all engine room registers,

(iii) the Navigating Officer's note book,

(iv) the Officer of the Watch's note book,

(v) the plot, if one was in use,

(vi) the charts by which Her Majesty's Canadian Ship was being navigated at the time, and

(vii) if the ship has touched ground, the echo sounding machine trace.

(*b*) Entries in the records shall not be erased, but if correction is found necessary, the entry shall be crossed through and initialled. Subsequent marking or amendment of the chart or plot shall not be made in any circumstances, other than the use of the chart for the continued safe navigation of the ship.

(4) *Collisions with Docks or Basins.* When a ship collides with or bears hard against the side of a dock or basin, the relevant reports prescribed in article 71.4803 (Report of Touching Ground and Collision) shall be made.

(*See articles 42.08—"Surveys after Collisions", and 71.4203—"Report of Survey after Collision".*)

(C)

48.32—DAMAGE TO FISHING GEAR

(1) When any of Her Majesty's Canadian Ships damages or may have damaged any fishing gear or it is considered likely that a claim for alleged damage may be made, the following information shall be noted in the ship's log:

(*a*) position of any fishing vessel passed;

(*b*) particulars of the names and license numbers of the vessels and the number of vessels for which no identification was seen;

(*c*) lights or signals exhibited by the vessels; and

(*d*) the position of any lines of net or trap buoys passed.

(2) *Claims.* Any claim that is received for compensation for damage to or loss of fishing gear alleged to have been caused by one of Her Majesty's Canadian Ships shall be dealt with in the manner prescribed in Appendix II (National Defence Claims Order, 1952) and Naval General Orders.

(C) (*15 Dec 54*)

48.33—WRECK

(1) If a ship is wrecked, lost or otherwise destroyed, the Captain or senior surviving officer or man, after he has done his utmost to preserve the lives of the crew shall, when the accident has occurred on territory:

48.33—WRECK—cont'd.

(*a*) friendly to Canada

(i) use every endeavour to save the confidential books, confidential fittings, stores, provisions and furniture,

(ii) if possible, destroy the confidential books and confidential fittings if they cannot be saved,

(iii) unless their secure custody can be absolutely assured, destroy all cyphers and codes, and secret orders, signals and instructions by fire,

(iv) preserve the ship's log, the chart in use at the time of the wreck and all books and papers relating to the ship's accounts;

(*b*) unfriendly to Canada make every effort to destroy the articles described in (*a*) of this paragraph. Should he be unable to comply with these instructions he is to report the fact as soon as possible. (*See article 71.4805—"Report of Wreck."*)

(2) The Captain or senior surviving officer or man shall:

(*a*) assume command of the crew; (*See article 3.24—"Command When Ship Wrecked or Lost."*)

(*b*) make a list of all survivors;

(*c*) be responsible for all documents, cash, stores and provisions salvaged and cause full account to be kept of all expenditures;

(*d*) if the ship is wrecked on the coast of a foreign country at peace with Canada, apply to the consular officer who represents Canada or the United Kingdom or, if none is available, to the chief authority of the place for the assistance he needs;

(*e*) report the wreck and all necessary information to Naval Headquarters, (*See article 71.4805—"Report of Wreck."*), then, if practicable await further instructions.

(3) Should it not be possible to salvage the ship:

(*a*) she shall be paid off after the court martial or when the main body of the crew arrives at the home port, whichever is the later;

(*b*) any officers and men retained for the purpose of guarding stores or for other reasons shall be transferred to the books of another ship or a fleet establishment on the date on which the main body of the crew leaves for Canada.

(C)

(48.34 TO 48.40 INCLUSIVE: NOT ALLOCATED)

Section 5—Trials and Study of Ship's Qualities

48.41—SHIP'S QUALITIES AND TRIALS

(1) The ship's behavior and qualities at sea shall be carefully watched and a record of the observations entered in the Navigational Data Book by the Navigating Officer. (*See article 48.55—"Navigational Data Book".*)

AL 23

48.41—SHIP'S QUALITIES AND TRIALS—cont'd.

(2) The trials prescribed in form C.N.S. 347 shall be conducted within six months after a ship has been commissioned. The results obtained, together with diagrams and any additional particulars recorded on the form, shall be inserted in the Captain's Ship's Book, (*See article 57.30—"Captain's Ship's Book."*) if one is supplied, and in the Navigational Data Book. Reports shall be forwarded in the manner prescribed in article 71.4806—"Reports of Ship's Qualities and Trials".

(3) For ships other than depot and repair ships, flotilla leaders, large minelayers, cruisers, aircraft carriers and capital ships, the trials prescribed in (2) of this article shall be made in one ship only of each class. The data obtained will be supplied by Naval Headquarters to each ship of the class and shall be placed in the Captain's Ship's Book and the Navigational Data Book of the ship concerned.

(4) The roll and pitch of the ship under various conditions of wind and sea shall be recorded and a copy of form S. 561 shall be completed annually and inserted in the ship's copy of form C.N.S. 347. (*See article 71.4806—"Reports of Ship's Qualities and Trials."*)

(C)

(48.42 TO 48.44 INCLUSIVE: NOT ALLOCATED)

Section 6—Hydrographic Information and Navigational Dangers

48.45—NAVIGATION DANGERS AND HYDROGRAPHIC INFORMATION

(1) When a ship is in the presence of a Senior Officer in Command the Captain shall report all matters concerning navigational dangers and hydrographic information to him and he will decide what action shall be taken.

(2) *Navigational Dangers.* When the Captain observes or suspects the existence of a danger to navigation, he shall:

(*a*) investigate the matter;

(*b*) if practical, cause a survey to be made of the area by the ship's officers;

(*c*) if he discovers that a danger exists,

(i) warn all shipping in the vicinity and any local authorities,

(ii) forward the reports prescribed in article 71.4807 ("Reports of Navigational Dangers and Hydrographic Information".) (*See article 48.46—"Derelict Vessels".*)

(3) *Hydrographic Information.* When the Captain observes or suspects that:

(*a*) information given in charts or other navigational publications is incorrect; or

(*b*) he has discovered unrecorded information affecting navigation he shall

(i) investigate the matter,

(ii) if practical, cause a survey to be made by the ship's officers, and

48.45—NAVIGATION DANGERS AND HYDROGRAPHIC INFORMATION—cont'd.

(iii) if his observations or suspicions prove correct, forward the report prescribed by article 71.4807 ("Reports of Navigational Dangers and Hydrographic Information").

(4) When a ship proceeds on a long voyage, or cruises in unfrequented waters, the Captain shall:

(*a*) cause information of hydrographical interest to be collected by competent officers;

(*b*) forward a hydrographic report in the manner described in article 71.4807 ("Reports of Navigational Dangers and Hydrographic Information").

(5) Unless urgency exists, no warning of a navigational danger shall be made or hydrographic information used without the prior approval of Naval Headquarters.

(6) A report of the absence or disappearance of a ~~chartered~~ danger shall never be issued without the approval of Naval Headquarters.

(7) *In Foreign Places.* When in foreign places no survey shall be made without the permission of the local authorities. (*See articles 64.03—"Respect of Territorial Limits" and 64.09—"Communication With Foreign Authorities".*)

(C)

48.46—DERELICT VESSELS

(1) When a derelict vessel which is or may become a danger to navigation is sighted from a ship, the Captain shall cause it to be examined.

(2) Upon completion of the examination prescribed in (1) of this article, at his discretion the Captain may either:

(*a*) undertake salvage operations; or

(*b*) after ascertaining that his efforts will not create a greater danger if they fail, attempt to sink or otherwise destroy the derelict; or

(*c*) abandon it and inform all vessels in the vicinity of its position.

(3) Upon completion of the examination, the Captain shall inform Naval Headquarters of any derelict sighted in the manner prescribed in (1) of article 71.4807—("Report of Navigational Dangers and Hydrographic Information") but he shall forward the report prescribed in (3) of that article only if he considers it necessary.

(C)

48.47—WRECKS IN DOCKYARD PORTS

When a vessel becomes a wreck in a dockyard port, the King's Harbour Master is responsible that measures are taken to provide marks and he shall forward the report required in the provisions of article 71.4808—("Reports of Wrecks in Dockyard Ports").

(C)

(48.48 TO 48.50 INCLUSIVE: NOT ALLOCATED)

Section 7—Navigational Instruments, Publication, Records Materiel

48.51—COMPASSES

(1) *Position of Compasses.* The exact positions of the master gyro, standard and steering compasses shall be determined by an authority delegated for the duty by Naval Headquarters, and no change in the positions shall be made without the approval of that authority.

(2) *Observation of Errors.* The errors and deviations of compasses shall be observed and noted in:

(*a*) the Ship's Log;

(*b*) the Navigational Data Book; and

(*c*) in the case of gyro compasses, the Gyro-Compass Log (Form C.N.S. 1177). (*See article 71.4809—"Reports on Compasses"*).

(3) *Compass Materiel*

(*a*) The Navigating Officer shall

(i) be responsible for the correct use of all compass materiel,

(ii) have charge of all materiel for magnetic compasses,

(iii) have charge of the keys for all binnacles and spare part boxes (*See article 43.56—"Keys of the Important Keyboard"*), and

(iv) inform the Electrical Officer when the gyro compass will be required for use and of all settings to be made.

(*b*) The Electrical Officer shall

(i) be responsible for the operation and maintenance of gyro compasses,

(ii) have charge of all materiel for gyro compasses,

(iii) make the settings on the gyro compasses which are given him by the Navigating Officer and line up all gyro compass repeaters.

(*c*) Without the authority of Naval Headquarters, no alteration or modification shall be made to

(i) the electric lighting of magnetic compasses,

(ii) gyro compass materiel.

(*d*) Prior to each annual refit, the Superintendent of the Dockyard shall send a competent officer to inspect gyro compass materiel with the ship's Electrical Officer.

(4) *Swinging Ship.* Every ship shall be swung:

(*a*) for the correction of magnetic compasses, by an officer who is qualified to do so, on the following occasions

(i) before preliminary trials,

48.51—COMPASSES—(Cont'd)

(ii) after any extensive structural alterations on or near the bridge or compass position,

(iii) after any prolonged refit,

(iv) after any modification to degausing coils, and

(v) once a year; and

(*b*) to check the deviation, by the ship's officers at the Captain's discretion.

(5) *After swinging.* When the ship has been swung, the Navigating Officer is responsible that:

(*a*) no alteration is made in the positions of the correctors by an unauthorized person;

(*b*) without the permission of the officer referred to in (4) (*a*) of this article, no alteration is made in the resistance in the degausing corrector coil circuits; and

(*c*) a copy of the deviations obtained as a result of swinging ship shall be included in the Navigational Data Book. (*See article 48.55—"Navigational Data Book".*)

(*See article 71.4809—"Reports on Compasses".*)

(6) *Compass Courses and Bearings.*

(*a*) Normally, all compass courses and bearings shall be recorded as true courses and bearings, except that the actual course or bearing shown by the compass in use shall be entered in the Note Book. (*See article 48.50—"Work Book and Note Book".*)

(*b*) When advisable for the sake of clarity, the suffixes "(T)", "(M)" and ("C)" shall be used in documents to denote "true", "magnetic" and "compass" bearings respectively.

(*c*) When referring to compass bearings orally, the words "true", "magnetic" and "compass" shall be used as appropriate.

(C)

48.52—CHRONOMETERS AND WATCHES

(1) Applications for the supply of chronometers and watches shall be made to the appropriate Chart and Chronometer Depot.

(2) Upon receipt of a chronometer or watch from another ship or officer, the Navigating Officer shall furnish the person who supplied the instrument with a receipt note on Form CNH 394 (Return of Chronometers and Navigational Watches) and shall forward two copies to the relevant Chronometer Depot. One of these copies shall be completed by the Depot and forwarded to Naval Headquarters. (*15 Jul 53*)

(3) If any chronometer or watch:

(*a*) sustains damages; or

(*b*) is lost or stolen;

the demand for replacement, together with a copy of the report prescribed in article 71.4810 (Reports on Chronometers and Watches), shall be forwarded to the Chronometer Depot of the Command. (*15 Jul 53*)

48.52—CHRONOMETERS AND WATCHES—(Cont'd)

(4) When preparing for battle, chronometers shall be removed to the war position in ships where such a position has been selected for them, or, if no definite position has been arranged, to some place of safety.

(*See article 71.4810—"Reports on Chronometers and Watches".*)

(C)

48.53—CHARTS AND NAVIGATIONAL PUBLICATIONS

(1) Demands for the supply of charts and navigational publications shall be made on Forms H38 and H177, respectively, to the appropriate Chart and Chronometer Depot.
(2) When chart folios or navigational publications are transferred, the receipt certificate and the transfer note shall be forwarded to Naval Headquarters, and a copy of the transfer note to the Chart and Chronometer Depot which originally issued them.

(3) The following charts, chart folios and navigational publications shall be supplied, in accordance with establishment, by the Chart and Chronometer Depot on demand:

(*a*) Navigational Charts, chart folios and navigational publications;

(*b*) Non-Navigational

(i) meteorological charts and publications,

(ii) ice charts,

(iii) telegraph and radio station charts,

(iv) magnetic variation charts,

(v) oceanic sounding charts,

(vi) reference charts and chart folios for Flag officers, to ships carrying Senior Officers in Command,

(vii) chart atlas folios for use in officers' messes to destroyers and larger ships,

(viii) chart atlas folios for use on notice boards for information of the ship's company, and

(ix) instructional charts and navigational publications.

(*c*) Charts and publications described in (*b*) of this paragraph shall not be used for navigation. Hydrographic matter for the correction of chart atlas folios and instructional charts will not be used.

(C)

48.54—SHIP'S LOG

(1) *Responsibility.* The Navigating Officer shall have charge of the Ship's Log (Form C.N.S. 322). He shall be responsible for its maintenance, storage and disposal and that it is produced for inspection at the proper times.

48.54—SHIP'S LOG—(Cont'd)

2) *Entries.* Entries in the Ship's Log shall be made in pencil and shall include:

(*a*) *general*

(i) the employment of the ship's company,

(ii) holding Divine Service and reading of prayers,

(iii) leave granted, stating in which watch or part of the watch,

(iv) joining and leaving, rank and name of officers, total number of men only,

(v) general payments,

(vi) offences committed by officers and punishments requiring warrants, the serial numbers being given, (*See article 101.11—"Logging Conduct of Officers".*)

(*1 Mar 53*)

(vii) every alteration of clocks (to be noted in the remarks column),

(viii) the time kept each day at noon,

(ix) salutes and ceremonies, half-masting and re-hoisting of colours,

(x) dressing ship, stating the reason,

(xi) evolutions, exercises and landings of parties for service or drill,

(xii) closing and opening of water-tight doors or damage control state, where applicable,

(xiii) embarkation and disembarkation of passengers,

(xiv) details and times of any accident or death occurring on board,

(xv) notation of any births, baptisms and marriages which take place on board,

(xvi) notation of damage to, or loss of, important store articles or fixtures, making reference, where necessary, to details in lists kept with store accounts,

(xvii) terms entered into when engaging a pilot,

(xviii) any occasion of touching ground or being in collision,

(xix) any relevant information concerning fishing vessels or gear in the vicinity,

(xx) the description of weather, wind and sea, the corrected barometer reading and any unusual phenomenon on completion of each watch and at least every hour during threatening weather,

(xxi) all occasions of testing boats, life rafts, night lifebuoys and their dropping gear,

(xxii) notation of corrections to meteorological instruments,

(xxiii) matter whose entry is required by regulations, and

(xxiv) other important occurrences;

(*b*) *when in harbour*

(i) daily notice of main engines for steam at noon and on any alteration,

(ii) arrival and departure of any ship of Her Majesty's forces, of ships-of-war of another nation and movements of other vessels should they be of interest,

(iii) names or descriptions of any vessels, lighters, barges or similar craft berthing alongside, with the time of arrival and departure and a satement of the purpose of their coming.

48.54—SHIP'S LOG—(Cont'd)

(iv) damage caused by or to vessels berthing alongside;

(*c*) *when proceeding to or on arrival from sea*

(i) times of weighing or slipping and proceeding,

(ii) times of anchorage or mooring the ship, giving depth of water, amount of cable out and position by bearings of each anchor; and of securing the ship to a wharf or buoy,

(iii) the draught of water, fore and aft, before sailing and on arrival in harbour,

(iv) times of picking up and dropping a pilot,

(v) if a pilot is relieved of his duties, the time the action was taken;

(*d*) *when at sea*

(i) meeting or finding at anchor of any ship of Her Majesty's forces, a ship of war of another nation, and any other vessel whose presence or movements are of interest,

(ii) every occurrence connected with the navigation and pilotage of the ship,

(iii) all discovered or suspected dangers,

(iv) the set and velocity of the currents and tidal streams encountered,

(v) results of observations made and angles or bearings taken to ascertain the ship's position, the currents between noon and noon, the currents experienced on leaving and making land or when running along the land with the number of hours between observations,

(vi) the roll of the ship during threatening or stormy weather shall be noted occasionally,

(vii) when in company, the position of the leading ships and, if out of station, the particulars concerning all ships involved,

(viii) details of aircraft sighted, together with the time of observation and, if known, the marks of identification of the aircraft. Movements of aircraft working with the fleet need not be entered unless of unusual interest.

(3) *Signatures and Initials,* The Ship's Log shall be:

(*a*) initialled by the Officer of the Watch or the Officer of the Day when he is relieved;

(*b*) signed by the

(i) Captain weekly,

(ii) Senior Officer in Command monthly,

(iii) Inspecting Officer at inspections of the ship,

(iv) Navigating Officer upon supersession.

(4) *Corrections.* No erasures shall be made in the Ship's Log. When it is necessary to make a correction, a single line shall be drawn through any error and the necessary entry made. The alteration shall then be initialled by the officer who made the original entry.

(5) *Inspections.* The Ship's Log shall be inspected by the:

48.54—SHIP'S LOG—(Cont'd)

(*a*) Captain weekly; (*See article 45.47—"Inspection of Ship's Books by Captain"*.)

(*b*) Senior Officer in Command monthly;

(*c*) Inspecting Officer at Inspections of the ship. (*See article 45.46—"Inspection of Ship's Books by Senior Officer in Command"*.)

(6) *Disposal.* The Ship's Log shall be:

(*a*) placed in the Cover for Current Ship's Log Book (Form C.N.S. 321A) and kept on the bridge or at the gangway whilst in use;

(*b*) forwarded to the Senior Officer in Command on completion; (*See (3) (b) of this article*)

(*c*) returned to the ship after the Senior Officer in Command has signed it, and placed in the Cover for Completed Ship's Log Books (Form C.N.S. 321B) and retained on board;

(*d*) forwarded to Naval Records Centre, Sydney, N.S., in batches of twelve:

(i) commencing on the second anniversary of the first Log of the series, and

(ii) annually thereafter. (*6 May 57*)

(C)

48.55—NAVIGATIONAL DATA BOOK

(1) The Navigating Officer shall have charge of the Navigational Data Book and shall be responsible that the proper entries are made. He shall produce it at inspections. (*See article 45.46—"Inspection of Ship's Books by Senior Officer in Command"*.)

(2) The Navigational Data Book shall be delivered to the Superintendent of the Dockyard when the ship pays off, and shall be returned to the ship when she recommissions.

(C)

48.56—WORK BOOK AND NOTE BOOK

(1) *Work Book.* The Navigating Officer shall record in the Work Book (Form CNS 548) the results of observations and calculations connected in any way with the navigation of the ship.

(2) *Note Book.* One Note Book (Form CNS 548a) shall be kept by the Navigating Officer and another shall be placed on the bridge for the use of the officers-of-the-watch. In these books shall be entered, by the officers concerned, the angles, bearings and any other relevant matters connected with the navigation of the ship.

(3) *Inspection of Books.* The Navigating Officer shall produce, periodically, the Work Book and both Note Books for the Captain's inspection. (*See article 45.47—"Inspection of Ship's Books by Captain."*)

(C)

48.57—NOTICE TO MARINERS

When a Notice to Mariners is received on board, the Navigating Officer shall insert the particulars:

(*a*) in charts;

(*b*) in sailing directions; and

(*c*) in any navigational publication to which it refers;

in accordance with the instructions contained in the Handbook on the Supply and Correction of Admiralty Charts, Sailing Directions, etc., (Hydrographic Publication H.51).

(C)

48.58—CORRECTION OF CHARTS AND NAVIGATIONAL PUBLICATIONS

Instructions contained in the Handbook on the Supply and Correction of Admiralty Charts, Sailing Directions, etc. (Hydrographic Publication H. 51), which is supplied with chart folios, regarding the correction of charts and navigational publications supplied with chart folios, shall be followed.

(*See article 71.4811—"Report of Inaccuracies in Charts and Navigational Publications".*)

(C)

48.59—NAVIGATIONAL INSTRUMENTS AND STORES

(1) The Navigating Officer on appointment to a ship, shall:

(*a*) obtain from the Supply Officer, the instruments and stores allowed for the navigation of the ship as prescribed in the establishment of naval stores;

(*b*) give receipts to the Supply Officer for the articles supplied;

(*c*) be responsible for their custody;

(*d*) when the ship is ordered to pay off, ensure that the magnetic compasses and gear retained on board are in a serviceable condition for the ship's immediate recommission; and

(*e*) on his supersession, obtain a receipt from the officer in whose charge the instruments are placed.

(2) *Meteorological Instruments.* In ships where no officer is borne for meteorological duties, the Navigating Officer shall carry out a similar procedure to that prescribed in (1) (*a*) of this article in relation to any meteorological instruments supplied.

(3) *Charts and Chronometers.* Under the supervision of the Captain, the Navigating Officer shall have charge of the charts, navigational books, and publications, chronometers and watches accounting for them to the Officer-in-Charge of the Chart Depot.

(C)

(48.60 TO 48.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 49

GUNNERY, TORPEDO ANTI-SUBMARINE AND ORDNANCE

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—Manuals, Handbooks and Other Documents

49.01—GUNNERY AND TORPEDO LOGS

The Captain shall ensure:

(*a*) that the gunnery and torpedo anti-submarine officers, or other officers borne for gunnery and torpedo anti-submarine duties maintain the gunnery and torpedo logs (Form C.N.S. 286 and 304 respectively);

(*b*) when the ship is paid off that these logs shall be deposited with the appropriate Naval Stores Officer;

(*c*) that the Torpedo Anti-Submarine Officer maintains the register of torpedo materiel on board; and

(*d*) that the Electrical Officer maintains the register of electrical materiel on board.

(*See article 46.47—"Inspection of Ship's Books by the Captain."*)

(C)

49.02—MEMORANDUM OF INSPECTION

(1) The Memorandum of Inspection of each gun shall be held in the ship or establishment in which the gun is placed.

(2) *Record of Firings.* The Ordnance Officer shall insert in the "Memorandum of Inspection" for each gun as reported by the Gunner:

(*a*) the number of rounds fired;

(*b*) whether fired with or without projectiles; and

(*c*) the nature of the explosive in the cartridge.

(3) *Final Disposition.* When a gun is returned to store, the form concerning it shall be properly completed and delivered to the local naval armament Supply Officer, together with notes of all accidents or exceptional occurrences to the gun.

(C)

(49.03 TO 49.09 INCLUSIVE: NOT ALLOCATED)

Section 2—Armament Materiel

49.10—RESPONSIBILITY FOR ARMAMENT MATERIEL

(1) The Gunnery and Torpedo Anti-Submarine Departments are responsible for the operating efficiency and performance of all armament materiel and control arrangements used by them.

(See articles 4.33—"Heads of Departments"; 4.44—"Officer of the Watch at Sea"; 42.01—"Responsibility for Preservation of Ships"; and 52.06—"Responsibilities of the Electrical Department.")

(2) The Ordnance Department shall maintain the mechanical efficiency of:

(*a*) all guns;

(*b*) gun mountings;

(*c*) reservoirs

(i) for gun air blast,

(ii) in submerged torpedo flats, and

(iii) directly connected to above-water torpedo tubes;

(*d*) recuperators of gun mountings;

(*e*) except where otherwise prescribed in the Engineering Manual, the machinery which operates the items named in (*a*) to (*d*), inclusive, of this paragraph (see sub-paragraph (*p*));

(*f*) small arms;

(*g*) rangefinders;

(*h*) gun and torpedo directors;

(*i*) fire control systems and instruments;

(*j*) torpedo control systems and instruments;

(*k*) ahead throwing anti-submarine control systems and instruments;

(*l*) (i) torpedoes,

(ii) torpedo gyroscopes,

(iii) torpedo heads,

(iv) torpedo pistols, and

(v) torpedo tubes;

(*m*) depth charge

(i) throwers,

(ii) traps,

(iii) loading arrangements,

(iv) pistols, and

(v) primer safety gear;

49.10—RESPONSIBILITY FOR ARMAMENT MATERIEL—(Cont'd)

(*n*) ahead throwing and other anti-submarine weapons;

(*o*) all mechanically operated

(i) anti-torpedo materiel, and

(ii) anti-mine materiel;

(*p*) mines (all types);

(*q*) all air weapons, until they are issued to the Air Engineer Officer;

(*r*) in submarines

(i) the tubes, tube fittings and loading and stowage fittings, which are not the responsibility of the Engineer Officer (*see the Engineering Manual*), and either,

(ii) the whole of the torpedo tube interlocking if it is worked direct from the bow cap operating gear, or if it is not,

(iii) the parts of the interlocking gear and shafting which are not the responsibility of the Engineer Officer (*See the Engineering Manual*).

(C)

49.11—EXAMINATION AND TRIALS OF ARMAMENT MATERIAL

Examinations, trials and tests of armament shall be carried out as prescribed by the Chief of the Naval Staff.

(C)

49.12—BATHYTHERMOGRAPH WINCH

The Torpedo Anti-Submarine Department is responsible for the operation of the machine used as a Bathythermograph Winch.

(*See article 52.06—"Responsibility of the Electrical Department".*)

(C) (20 Aug 52)

(49.13 TO 49.20 INCLUSIVE: NOT ALLOCATED)

49.21—LOSS OF TORPEDOES

(1) When a torpedo is lost during practice the following action shall be taken:

(*a*) the position in which the loss occurred shall be fixed as accurately as circumstances permit and marked with a buoy;

(*b*) the loss shall be reported by message to the Senior Officer present afloat;

(*c*) subject to the discretion of the Senior Officer present afloat

49.21—LOSS OF TORPEDOES— (Cont'd)

(i) a thorough surface search shall be made,

(ii) if practical, a sweep shall be carried out,

(iii) if practical, diving operations shall be conducted;

(*d*) if in Canadian waters, the Senior Officer present afloat shall inform the police authorities in the vicinity, and the local agents of the Departments of Transport, Fisheries, and National Revenue of the loss, and shall request them to promulgate the information within the area.

(2) As soon as possible after the loss of a torpedo, an investigation shall be made into the cause, by the Torpedo Anti-Submarine Officer of the ship and another officer who, if possible, should be qualified in torpedo anti-submarine. (*See article 71.4901—"Report of Loss of Torpedoes."*)

(3) Upon receipt of the report of the investigating officer, the Senior Officer present afloat shall:

(*a*) if he is satisfied with the explanation of the circumstances attending the loss given in the report, forward it to Naval Headquarters; or

(*b*) if he is not satisfied with the contents of the report, order a board of inquiry to be held into the circumstances attending the loss of the torpedo. (*See article 71.4901 —"Report of Loss of Torpedoes."*)

(4) When practical the board of inquiry prescribed in (3) (*b*) of this article include one officer holding a specialist Torpedo Anti-Submarine qualification and one Ordnance Officer. (*See article 21.03—"Composition of Boards of Inquiry."*)

(C)

(49.22 TO 49.30 INCLUSIVE: NOT ALLOCATED)

49.31—MINES, MINESWEEPING AND MINELAYING MATERIEL

(1) The Torpedo Anti-Submarine Department is responsible for the operational use and employment of:

(*a*) mines;

(*b*) minesweeping materiel;

(*c*) minelaying materiel; and

(*d*) paravanes.

(2) The Senior Officer in Command shall periodically cause mines to be:

(*a*) drawn from every mine depot in his command which, normally, issues them to minelayers; and

(*b*) laid under conditions favourable for the detection of defects, and their causes.

Should any defects be found, the report prescribed in article 71.4902—"Reports on Mines", shall be rendered.

(C)

(49.32 TO 49.34 INCLUSIVE: NOT ALLOCATED)

Section 3—Magazines, Shell Rooms and Explosives

49.35—RESPONSIBILITY FOR MAGAZINES, SHELL ROOMS AND EXPLOSIVES

(1) The Executive Officer shall be responsible for the safety of all explosives on board, being guided by the Naval Magazine and Explosives Regulations.

(2) Except where another officer has been named to assume responsibility for a specifically stated compartment or group of explosives, the Gunner shall be responsible, subject to (1), for:

(*a*) the safe

(i) stowage,

(ii) embarkation,

(iii) disembarkation,

(iv) preparation, and

(v) transportation

of all explosives; and

(*b*) the safety, cleanliness and inspection of all

(i) magazines,

(ii) shell rooms,

(iii) bomb rooms, and

(iv) ready use lockers.

(3) When a Gunner (Torpedo Anti-Submarine) is borne, he shall assume the responsibilities enumerated in (2) of this article for torpedo explosives and their places of stowage.

(4) Until they are issued to the Air Gunnery Officer:

(*a*) subject to (*b*) of this paragraph, the Gunner shall be responsible for all air explosives; and

(*b*) the Gunner (Torpedo Anti-Submarine) shall be responsible for all torpedo air explosives.

(*See the Naval Magazine and Explosive Regulations*)

(C)

49.36—SENTRIES ON EXPLOSIVES

When magazines, shell rooms or any place in which explosives are stored or are lying are, of necessity, left open and are not under the immediate eye of a sentry, one or more sentries shall be placed during the time that the explosives are not locked up.

(C)

49.37—WARHEADS IN TORPEDO FLATS

Torpedo flats shall, when the warheads are on torpedoes, be treated in the same manner as shell rooms in every respect, except that electric heating arrangements are not prohibited in submerged flats.

(C)

49.38—OUTFIT AND EXPENDITURE OF AMMUNITION

(1) Except when it is necessary to land ammunition on deposit in order to effect repairs to the ship, unless otherwise ordered by Naval Headquarters, every ship in commission shall maintain on board:

(*a*) in time of

(i) war, or

(ii) other emergency,

the full quantities of ammunition allowed; and

(*b*) in time of peace, not less than two-thirds of the full quantities of ammunition allowed.

(*c*) in time of peace, in home waters when acting as Gunnery School Firing Ship, not less than one-half of the full quantities of ammunition allowed. (29 Apl 52)

(2) When it is desired to expend a greater amount of ammunition for practices than that authorized in Naval General Orders, the Officer conducting the practices shall submit the proposals to Naval Headquarters, stating:

(*a*) the amount of the additional expenditure;

(*b*) the object in view; and

(*c*) the experience to be gained.

(*See article 49.50—"Arms and Materiel Issued to Detached Parties".*)

(C)

49.39—SHIPPING EXPLOSIVES

(1) When no part of the navy is on active service, so that naval explosives, for which commercial or other freight cannot be obtained, may be shipped in Her Majesty's Canadian Ships, the normal allowance of ammunition carried may, at the discretion of the Senior Officer in Command, be reduced to two-thirds to provide stowage space for the explosives being shipped. Particulars of all ammunitions landed or tranferred under this paragraph shall be forwarded to Naval Headquarters.

(2) If special circumstances warrant a greater percentage than that prescribed in (1) of this article being landed, the approval of the Chief of the Naval Staff shall be obtained before the ship leaves the station.

(3) All ammunition landed shall be taken into store at the local Naval Armament Depot.

(C)

49.40—PRECAUTIONS WHEN MOVING EXPLOSIVES

The following precautions shall be taken, in addition to those prescribed in the Naval Magazine and Explosive Regulations when moving explosives:

(*a*) except when essential, no transmission on power by wireless telegraphy shall be made and no radar set shall be used;

(*b*) if transmission on power or the use of radar is essential, the work shall be discontinued; and

(*c*) no welding shall be done on board.

(*See article 4.32—"The Executive Officer."*)

(C)

49.41—LOSS OVERBOARD OF EXPLOSIVES

When any filled shell, whether fuzed or not, or any other armament materiel which are liable to explode if mishandled when recovered are lost overboard and not recovered, the Captain shall make the reports prescribed in article 71.4903—(Report of Loss Overboard of Explosives).

(C)

Section 4—Naval Armament Materiel

49.42—STOWAGE AND HANDLING OF AMMUNITION

(1) *Stowage of Ammunition.* The Gunner is responsible for the stowage of all ammunition. When it is stowed he shall ensure that all battens and stanchions are in place.

(2) *Receipt of Ammunition.* When receiving ammunition, he shall ensure that:

(*a*) care is taken of the cases in which it is packed; and

(*b*) the correct number of cordite lots is received from the issuing magazine.

(3) *Blank Cartridges.* He shall personally supervise the preparation of cartridges for blank firing and saluting, ensuring that the necessary operations are carried out in accordance with the instructions prescribed for this procedure.

(4) *Combustibles.* In order to guard against deterioration from dampness or other causes, he shall not allow the hermetically sealed tin boxes containing tubes, fuzes, lights and other combustibles to be opened until required for use.

(5) *Survey After Action.* After an engagement he shall apply to the Captain for a survey on the ammunition and other materiel remaining in his charge, to enable the quantity expended during the action to be ascertained.

(C)

(49.43 TO 49.45 INCLUSIVE: NOT ALLOCATED)

49.46—NAVAL ARMAMENT MATERIEL AND STORE ROOMS

(1) When a ship commissions or recommissions, the Naval Armament Depot of the port to which she is attached shall supply her with a combined warrant and ledger, showing the naval armament, torpedo and fire control materiel allowed to the ship.

(2) The Gunner of the ship shall be responsible for naval armament materiel, spare materiel and naval armament store rooms except that, when a Gunner (Torpedo Anti-Submarine) is borne who is not doing duty as Gunner of the ship, the Gunner (Torpedo Anti-Submarine) shall be responsible for the torpedo armament materiel, spare materiel and store rooms.

(C)

49.47—INSPECTION AND TRIAL OF NAVAL ARMAMENT STORES

(1) When Naval Armament Stores including spare gear, whether or not they are issued under Government seal, are received on board the ship, they shall be:

(*a*) examined by the departments concerned; and

(*b*) tried in position.

If any deficiency or defect or any sign of neglect is discovered, the matter shall be reported in the manner prescribed in article 71.4904—(Reports on Naval Armament Stores).

(2) All spare gear that is likely to be required in battle shall be periodically tried in position, preferably when the ship is under dockyard control and the officer who has it in his charge shall make the report prescribed in article 71.4904 (Reports on Naval Armament Stores).

(C)

49.48—SMALL ARMS

(1) For the purpose of this article, small arms are defined as weapons that are not mounted on permanent deck fittings.

(2) The Gunner shall be responsible for the custody, routine maintenance and issue of small arms.

(3) When small arms are demanded to replace a previous issue, the numbers marked by the Armament Supply Depot on those originally supplied shall be quoted on the Issue Order for Naval Armament Stores (Form O. 54) on which the new demand is made.

(4) The Ordnance Officer shall be responsible that small arms are stripped, examined and the parts cleaned and reassembled at least every six months.

(C)

49.49—CUSTODY OF RIFLES AND PISTOLS

(1) *Stowage of Rifles and Pistols.* Rifles and pistols shall be stowed in racks, a chain shall be passed through the trigger guards and its end shall be locked to the racks. Rifles and pistols

49.49—CUSTODY OF RIFLES AND PISTOLS—(Cont'd)

shall not be removed from their racks except for action, drill or cleaning purposes and a responsible person shall supervise the removal and the return of the weapons.

(2) *Pistols—Additional Precautions.* The following precautions shall be taken with pistols in addition to those prescribed in (1) of this article:

(*a*) the racks shall be placed either

(i) near the keyboard sentry's post, or

(ii) in destroyers and other small vessels in which a keyboard sentry is not normally posted, in a glass-fronted cupboard in the wardroom;

(*b*) the racks shall be so placed that the absence of a pistol can be readily noticed and any spare spaces shall be filled by blocks of wood or by some other suitable method; and

(*c*) when pistols are under a sentry's charge, he shall report the contents of the pistol racks to

(i) his relief,

(ii) the officer who makes rounds at 2100, and

(iii) the officer of the watch when he makes rounds during the silent hours.

(C)

49.50—ARMS AND EQUIPMENT ISSUED TO DETACHED PARTIES

(1) When a detachment of men is landed from the ship or goes away in boats, the Gunner shall compile a list of the arms, ammunition and equipment belonging to his department that are to be taken by it and the list shall be signed by the officer or man in command of the detachment.

(2) When the detachment returns to the ship, the Gunner shall examine the arms, ammunition and equipment belonging to his department that have been brought back, in the presence of the officer or man in command of the detachment and shall report any deficiency or damage to the Captain.

(3) When parties are landed for drill and will be absent for a few hours only, the procedure described in (1) and (2) of this article need not be followed if the men retain possession of their weapons and equipment for the whole time that they are away.
(*See article 36.29—"Issue and Possession of Ammunition and Explosives".*)

(C)

49.51—SEA BOATS, BOXES AND LIFEBUOY FLARES

The Gunner is responsible:

(*a*) for the maintenance of the sea boats' boxes and that they are stowed in all boats at sea and in the boats in use in harbour; and

(*b*) that the flares attached to the lifebuoys are in good condition and properly secured.

(C)

(49.52 TO 49.54 INCLUSIVE: NOT ALLOCATED)

Section 5—Rifle Ranges

49.55—RIFLE RANGES

Before firing is undertaken on a rifle range, other than a recognized military range, on which it is intended to employ naval officers and men for marking, the range shall be inspected to ensure that:

(*a*) arrangements are adequate for the safety of

(i) the markers, and

(ii) persons on or near the range; and

(*b*) no metal portions of the targets are so situated that they may be struck by bullets fired from the firing points.

(C)

(49.56 TO 49.59 INCLUSIVE: NOT ALLOCATED)

Section 6—Diving

49.60—DIVING

(1) Subject to (2) and (3) of this article, the Torpedo Anti-Submarine Officer of a ship is the responsible authority for the:

(*a*) training of divers;

(*b*) maintenance of diving material; and

(*c*) conduct of diving operations of the ship.

(2) In a ship in which a Torpedo Anti-Submarine Officer is not borne the responsibilities prescribed in (1) of this article shall be carried out by an officer qualified in diving supervision.

(3) In a ship in which neither a TAS officer nor an officer qualified in diving supervision is borne, diving shall be carried out only in a case of extreme necessity and under the direct responsibility of the Captain.

(C) (15 Dec 54)

(49.61 TO 49.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 50

PHYSICAL AND RECREATIONAL TRAINING

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

50.01—PHYSICAL AND RECREATIONAL TRAINING—ELEMENTS

Physical and Recreational Training is composed of the following elements:

(*a*) physical training;

(*b*) recreational training;

(*c*) swimming;

(*d*) athletic games; and

(*e*) athletic sports.

(C)

(50.02 TO 50.05 INCLUSIVE: NOT ALLOCATED)

50.06—PHYSICAL AND RECREATIONAL TRAINING COMPULSORY

Unless the Medical Officer advises to the contrary, the following are required to undergo physical and recreational training:

(*a*) subordinate officers; and

(*b*) men under the age of thirty-five years.

(C)

(50.07 TO 50.09 INCLUSIVE: NOT ALLOCATED)

50.10—SWIMMING INSTRUCTION

(1) Swimming Instruction shall be given to:

(*a*) subordinate officers who have not passed the Standard Swimming Test;

(*b*) men below the rank of petty officer second class who have not passed the Standard Swimming Test;

(*c*) all officers and men when they are undergoing initial training; and

(*d*) all other officers and men who desire further instruction.

(See article 50.11—"Swimming Tests.")

50.10—SWIMMING INSTRUCTION—cont'd.

(2) Instruction in life-saving shall be given when opportunity offers, to officers and men who are good swimmers.

(3) The officer performing physical and recreational training duties shall maintain the Record of Swimming Instruction (Book C.N.S. 406) and the Captain shall inspect it weekly.

(*See article 45.47—"Inspection of Ship's Books by Captain."*)

(4) When a naval, army or air force swimming pool is not available for swimming instruction the Captain shall, with the prior approval of Naval Headquarters, arrange for the use of a public swimming pool.

(*See article 71.5001—"Report of Swimming Instructions."*)

(C)

50.11—SWIMMING TESTS

(1) Swimming tests shall be supervised by an officer of commissioned rank who shall furnish the Captain with a report of the results.

(2) Swimming tests shall consist of:

(*a*) a *Provisional Swimming Test,* to be taken in shallow water or in a swimming pool; and

(*b*) a *Standard Swimming Test,* to be taken in the open sea.

(3) In each of the tests described in (2) of this article the pupil shall:

(*a*) be dressed in a duck suit;

(*b*) swim forty yards and, on finishing;

(*c*) keep himself afloat for three minutes.

(4) A person who has not passed the Provisional Swimming Test shall not attempt the Standard Swimming Test.

(5) When an officer or man passes a swimming test he shall be assessed in his records in whichever of the following categories is relevant:

(*a*) "Very Good", meaning that he is a strong swimmer; or

(*b*) "Good", meaning that he is an average swimmer; or

(*c*) "Fair", meaning that he is below the average swimmer and requires further instruction.

(C)

(50.12 TO 50.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 51

ENGINEERING

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

51.01—ENGINEERING MANUAL

(1) Except when supplementary directions are given by Naval Headquarters, the instructions contained in the Engineering Manual shall be observed in the navy.

(2) When Naval Headquarters assumes control of and commissions a merchant vessel, if:

(*a*) an Engineering Manual is supplied for guidance; and

(*b*) the machinery is run by the mercantile crew;

the instructions contained in the Engineering Manual shall be followed if they are

(i) applicable to the machinery and boilers of the ship, and

(ii) not contrary to the regulations and instructions under which the mercantile crew are serving.

(C)

(51.02 TO 51.50 INCLUSIVE: NOT ALLOCATED)

51.51—LOSSES OR SHORTAGES OF OIL FUEL, DIESEL FUEL, PETROLEUM PRODUCTS OR COAL

Losses or shortages of oil fuel, diesel fuel, petroleum products or coal shall be dealt with in the manner prescribed in the Supply and Accounting Manual. (*See article 38.01—"Liability for Public Property".*)

(C)

(51.52 TO 51.59 INCLUSIVE: NOT ALLOCATED)

51.60—AIRCRAFT MATERIAL MAINTENANCE AND OPERATING INSTRUCTIONS FOR THE ROYAL CANADIAN NAVY

Except to the extent that they are modified by supplementary directions given by the Chief of the Naval Staff, the instructions contained in the Aircraft Material Maintenance and Operating Instructions for the Royal Canadian Navy shall be observed.

(C) (16 Mar 55)

51.61—RESPONSIBILITIES OF THE AIR ENGINEERING DEPARTMENT

(1) The Air Engineering Department of a ship, naval air station or squadron is responsible for:

51.61—RESPONSIBILITIES OF THE AIR ENGINEERING DEPARTMENT —(Cont'd)

(*a*) the custody, repair, maintenance and airworthiness of all aircraft allocated to the ship, naval air station or squadron;

(*b*) all workshops, spaces and materiel used for the repair and maintenance of aircraft which are not the responsibility of other departments;

(*c*) ensuring that, consistent with operational requirements, damaged aircraft are removed or salvaged with the minimum of risk and additional damage; and

(*d*) ensuring that correct aeronautical engineering standards and procedures are employed in the department.

(*See article 4.33—"Heads of Departments"*.)

(C) (16 Mar 55)

(51.62 TO 51.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 52

ELECTRICAL DEPARTMENT

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

52.01—DEFINITION OF ELECTRICAL MATERIEL

For the purposes of this chapter, the term "Electrical Materiel" includes all forms of electronic materiel.

(C)

(52.02 AND 52.03: NOT ALLOCATED)

52.04—LIGHTING AND POWER CIRCUITS

(1) No change (other than that required for normal care and maintenance) shall be made to any electrical materiel in the ship without prior approval from Naval Headquarters.

(2) Fuses shall not be increased in current rating above that normally provided for the particular circuit.

(C)

(52.05: NOT ALLOCATED)

52.06—RESPONSIBILITIES OF THE ELECTRICAL DEPARTMENT

(1) The Electrical Department of the ship is responsible for:

(*a*) the supply and distribution of electrical power throughout the ship;

(*b*) the maintenance of

(i) all electrical materiel to the satisfaction of the user, and auxiliary mechanical components which are not the responsibility of other departments,

(ii) lightning conductors, to the satisfaction of the user;

(*c*) the operation of all

(i) materiel used for the supply and distribution of electric power,

(ii) electrical materiel not the responsibility of other users;

52.06—RESPONSIBILITIES OF THE ELECTRICAL DEPARTMENT—cont'd.

(*d*) the technical direction of all users in the operation of electrical materiel including motion picture projectors; and

(*e*) workshops and other materiel, including electrical repair vehicles, that are used solely for the maintenance of electrical apparatus.

(*See article 48.51—"Compasses."*)

(2) Where electrical machines are mechanically coupled to other machines, which are maintained by other departments, the responsibility of the Electrical Department begins at the coupling.

(C)

(52.07 TO 52.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 53

PHOTOGRAPHY

(*Refer carefully to article 1.02* (*Definitions*) *when reading every regulation in this chapter.*)

Section 1—Photography Generally

53.01—RESPONSIBILITY OF THE PHOTOGRAPHIC DEPARTMENT

The Photographic Department of the ship is responsible:

(*a*) that a photographic or cinematographic record of matters of naval interest is kept;

(*b*) that photographs likely to be of public interest are taken and, as directed by the Captain, forwarded to Naval Headquarters or the Senior Officer in Chief Command without delay;

(*c*) for the maintenance of the ships' photographic materiel, except where no photographic personnel is borne (*See article 52.06—"Responsibilities of the Electrical Department."*); and

(*d*) for taking and processing negatives and prints for official use only.

(C)

(53.02 TO 53.09 INCLUSIVE: NOT ALLOCATED)

Section 2—Official Photography

53.10—MARKING

(1) To safeguard the principle of Crown copyright, all official photographs shall be stamped on the reverse side with a stamp supplied by Naval Headquarters for this purpose.

(2) All official photographs shall, before release for any purpose, be numbered on the reverse side using file numbers and prefix letters as prescribed by the Chief of the Naval Staff.

(3) Official cinematographic films shall have incorporated a leader bearing a suitable replica of the stamp referred to in (1) of this article, and the issuance authority of the Minister of National Defence.

(C)

53.11—PROCESSING

(1) Except where the Chief of the Naval Staff or the Senior Officer in Chief Command directs otherwise, all photographs or cinematographic films taken for official purposes, shall be processed by the photographic department, or by Naval Headquarters.

(2) All still photographic negatives shall be numbered serially in the margin or rebate.

(3) Except as prescribed in (4) of this article, only official negatives shall be taken with service materiel and only official negatives and prints processed in ships or naval establishments.

(4) Where personal cameras have been authorized by the Senior Officer in Chief Command the exposed film shall be processed and printed in the Command Photographic Section or Naval Headquarters.

(5) Only prints for official use shall be made from service negatives.

(C)

53.12—CUSTODY

(1) All official negatives, transparencies, cinematographic film and photographic prints shall be kept under lock and key.

(2) A print of each negative, together with the serial number of the negative and a complete caption, shall be placed in the ship's files.

(3) All orders for photographic work, taking, printing or reprinting shall be individually entered on form H.Q.63 and forwarded to Naval Headquarters for filing.

(4) Photographers shall take pictures, and process negatives and prints for official use only.

(5) No prints shall be made from official negatives to be sold within the ship or command.

(C)

53.13—CAPTIONS

A complete and accurate caption for each negative shall be provided by an authority designated by the Captain and shall contain:

(*a*) the date and time photograph was made;

(*b*) the subject of the photograph;

(*c*) the direction of the view;

(*d*) the locality;

(*e*) the magnification when applicable;

(*f*) the name of the photographer;

(*g*) the names, ranks, and decorations of any officers and men shown from left to right, front row to back row; and

(*h*) any other relevant information.

(C)

53.14—PUBLICATIONS

No official photographs and cinematographic films shall be:

(*a*) published privately; or

(*b*) released for publication;

without the prior approval of Naval Headquarters.

(C)

53.15—RECORDS

(1) All cinematographic films shall be forwarded to Naval Headquarters except:

(*a*) film of aircraft take-offs and landings from an aircraft carrier;

(*b*) film taken for armament analysis purposes; and

(*c*) film exposed and developed for drill and formation training within the ships.

(2) When cinematographic film described in (1) of this article is developed locally, the subject and footage shall be reported to Naval Headquarters.

(C) (1 Jan 56)

53.16—PHOTOGRAPHIC MATERIEL AND FACILITIES

(1) Except with the prior approval of the Captain official photographic permanent materiel shall not be issued except to fully qualified and trained photographic personnel.

(2) Service photographic materiel and facilities shall not be used for any purpose other than that of taking and processing official negatives and prints.

(C)

53.17—SECURITY OF PHOTOGRAPHS

(1) Persons ordering motion picture film, transparencies or other photographs to be taken are responsible for assigning the security classification, where necessary, to each exposure.

(2) Envelopes, packages, etc., containing classified negatives or prints shall be stamped in red ink with the security classification.

(3) All classified prints shall be stamped on the reverse side with their security classification.

(4) Classified negative numbers, when used, shall be followed by the security classification.

53.17—SECURITY OF PHOTOGRAPHS—(Cont'd)

(5) Classified motion picture film shall incorporate a leader showing the security classification.

(6) Classified negatives, prints, film and transparencies shall be handled, transported and stored in the same manner as classified documents of equivalent security grading.

(7) Private prints and negatives of a classified nature shall be handled in accordance with (6) of this article.

(C) (27 Mar 53)

(53.18 AND 53.19 INCLUSIVE: NOT ALLOCATED)

Section 3—Private Photography

53.20—PRIVATELY OWNED CAMERAS

(1) Subject to (3) of this article, an officer or man may retain a privately owned camera in a ship or naval establishment.

(2) An officer or man shall not use a privately owned camera in a ship or naval establishment unless:

(*a*) the approval of the Captain has been obtained; and

(*b*) all local orders concerning photography are observed.

(3) The Captain may require all privately owned cameras to be surrendered and held in custody when:

(*a*) existing conditions or special orders require it; or

(*b*) he considers it prudent to do so.

(4) Cameras held in custody shall be stowed in existing facilities and suitable receipts issued to the owners. An officer or man may withdraw his camera for use outside the ship or naval establishment but shall surrender it on return aboard.

(5) In ships for which service cameras are allowed by establishment, but no photographic personnel are borne, the Captain shall designate a ship's photographer. Film exposed by the ship's photographer designated under this paragraph shall be processed by the Command Photographic Section or Naval Headquarters.

(C) (15 Apr 55)

53.21—PROCESSING

(1) Except with the approval of the Captain, no privately owned camera containing a film any part of which has been exposed shall be taken out of a ship or naval establishment.

53.21—PROCESSING—(Cont'd)

(2) No exposed film that has not been developed shall be taken out of a ship or naval establishment.

(3) An exposed film from a privately owned camera shall be developed:

(*a*) by the photographic department of the ship; or

(*b*) where no photographic department exists in a ship, by the photographic department of another ship; or

(*c*) by Naval Headquarters.

(4) The cost of developing and printing private photographs shall be twenty-five cents per roll including one contact print from each negative.

(C)

53.22—EXAMINATION AND DISPOSAL

(1) The first print of each private negative developed under article 53.21 shall be examined by a designated officer who shall decide if it:

(*a*) is of a classified nature; or

(*b*) is of a nature likely to reflect discredit on the navy; or

(*c*) may be retained by the owner; or

(*d*) may be given away, sold or published by the owner.

(2) The designated officer shall, as a result of the examination described in (1) of this article:

(*a*) as directed by the Captain, forward the photograph to Naval Headquarters; or

(*b*) order the negative and print destroyed; or

(*c*) return the negative and print to the owner; or

(*d*) stamp the print "Approved for Publication".

(3) In the case of a private photograph being of sale value, royalties on exclusive rights for national release shall be paid to the man concerned.

(C)

53.23—REIMBURSEMENT FOR PHOTOGRAPHS RETAINED BY NAVAL HEADQUARTERS

Where, under article 53.22, Naval Headquarters retains a photograph, the owner shall be paid a sum considered by Naval Headquarters as adequate to cover its cost.

(G)

53.24—PUBLICATION

(1) An officer or man may publish any photograph that:

(*a*) having been processed under article 53.21, has been approved for publication; and

53.24—PUBLICATION—(Con'd)

(*b*) is not of a classified nature.

(2) When an officer or man intends to publish with a caption a photograph authorized under (1) of this article, the caption shall first be submitted to the officer designated in article 53.22 for approval.

(3) Subject to (4) of this article, an officer or man may accept remuneration for the publication of any photograph.

(4) An officer or man borne to perform public relations duties may not accept remuneration for the publication of a photograph that depicts military subjects.

(C)

(53.25 TO 53.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 54

EDUCATION

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—Responsibilities and Duties

54.01—DUTIES OF THE INSTRUCTOR OFFICER

The Instructor Officer shall:

(*a*) be responsible for the academic iustruction of the officers and men;

(*b*) be responsible for all matters concerning education, including those concerning correspondence courses; and

(*c*) act as librarian of the reference and educational library.

(See article 4.33—"Heads of Departments".)

(C)

54.02—INSTRUCTOR OFFICER'S RECORDS

The Instructor Officer shall:

(*a*) maintain a record of the educational work carried out in the ship;

(*b*) maintain records of progress of men studying under his direction; and

(*c*) produce the records monthly for examination by the Captain and for inspections.

(See article 45.47—"Inspection of Ship's Books by Captain".)

(C)

(54.03 TO 54.10 INCLUSIVE: NOT ALLOCATED)

Section 2—Educational Training

54.11—NAVAL EDUCATIONAL TESTS

Educational standards shall be established by Naval Educational Tests designated:

(*a*) Basic Educational Test (B.E.T.) which shall be of a standard approximately equivalent to Grade VIII in Canadian Public Schools; *(29 Apr 52)*

(*b*) Canadian Intermediate Educational Test (C.I.E.T.) which shall be of a standard approximately equivalent to that required for Junior Matriculation by Canadian universities; and

54.11—NAVAL EDUCATIONAL TESTS—(Cont'd)

(*c*) Canadian Higher Educational Test (C.H.E.T.) which shall be of a standard no lower than that of Senior Matriculation or its equivalent as required by Canadian universities.

(C)

54.12—EDUCATIONAL TRAINING SUBSEQUENT TO FIRST EDUCATIONAL TRAINING

(1) When the educational standard required to qualify for a higher rate is greater than that provided by the Basic Educational Test, the educational instruction necessary shall be integrated with the professional qualifying course.

(2) Subject to (3) of this article the Senior Officer in Chief Command may authorize the draft of a man to a naval establishment for the purpose of giving him academic instruction.

(3) The draft of a candidate for commissioned rank for academic instruction shall be made only upon the receipt of authority to do so from Naval Headquarters.

(C)

(54.13 TO 54.20 INCLUSIVE: NOT ALLOCATED)

Section 3—Examinations

54.21—EXAMINATIONS IN EDUCATIONAL SUBJECTS

(1) Examinations in the subjects of the Naval Educational Tests may be written at any time approved by the Senior Officer in Chief Command.

(2) Except when he is undergoing a preparatory course of instruction at the conclusion of which a Naval Educational Test is to be written, a man shall make a request to his Captain to write any Naval Educational Test.

(3) Candidates who fail to obtain pass marks in Naval Educational Tests, or who have passed but wish to obtain a higher standing, may rewrite any test after a lapse of two months or at any time approved by the Senior Officer in Chief Command. (*12 Jan 52*)

(4) Naval Headquarters shall supply examination papers to the Senior Officer in Chief Command who shall supply them to a ship or establishment when they are required.

(5) Naval educational examinations shall be governed by the general regulations for examinations prescribed in Chapter 58 (Examinations). (*17 Mar 53*)

(*See article 71.5401—"Disposal of Worked Examination Papers".*)

(C)

(54.22 TO 54.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 55

NAVAL AVIATION

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—Responsibilities of Officers

55.01—RESPONSIBILITY OF THE CAPTAIN IN RELATION TO NAVAL AVIATION

The Captain of a ship, naval air station, or naval air section shall be responsible, in addition to his normal functions and duties, for:

(*a*) the discipline, efficiency and safety of the air units under his command; and

(*b*) ensuring that the correct procedures prescribed for the custody, maintenance and reporting of all aircraft and air materiel held by the air units, are carried out until such time as they are properly transferred to another authority.

(*See article 4.20—"Responsibility of the Captain."*)

(C)

55.02—COMMANDER (AIR)

(1) The Commander (Air) is the head of the air department. He shall be responsible to the Captain for:

(*a*) the administration, organization, and efficiency of the air department;

(*b*) the planning and execution of all air operations and exercises;

(*c*) the safety of aircraft and aircrews, including

(i) the co-ordination of all action taken to home lost aircraft, and

(ii) Search and Rescue arrangements, in co-operation with other services with the organization of the area concerned; and

(*d*) the general supervision and efficiency of all training in the air department.

(2) For the purpose of this article, the terms "Commander (Air)" and "Lieutenant-Commander (Air)" are interchangeable.

(C)

55.03—LIEUTENANT-COMMANDER (FLYING)

(1) The Lieutenant-Commander (Flying) shall be responsible to the Commander (Air), for the duties prescribed in this article.

55.03—LIEUTENANT-COMMANDER (FLYING)—cont'd.

(2) When serving in an aircraft carrier, the Lieutenant-Commander (Flying) shall be responsible for:

(*a*) the organization of the aircraft control room, flight deck and hangars;

(*b*) the efficient operation of aircraft;

(*c*) the firefighting, damage control and aviation organizations of the air department;

(*d*) unless properly relieved by the Commander (Air), the control of all aircraft which are

(i) taking off, being catapulted, and landing on, or

(ii) airborne in the immediate vicinity of the aircraft carrier;

(*e*) ensuring that the relative wind speed and direction and the condition of the flight deck are suitable before giving the signal permitting aircraft to be launched or landed on; and

(*f*) the safety of aircraft and materiel other than maintenance materiel being operated on the flight deck and in the hangars.

(3) When serving at a naval air station or naval air section, the Lieutenant-Commander (Flying) shall be responsible for:

(*a*) the organization of the aircraft control, hangars and the airfield;

(*b*) the efficient operation of aircraft;

(*c*) the firefighting and aviation fuel organizations of the air department;

(*d*) unless properly relieved by the Commander (Air), the control of all aircraft which are

(i) taking off and landing, or

(ii) airborne in the immediate vicinity of the airfield; and

(*e*) the safety of aircraft and materiel other than maintenance materiel being operated on the airfield and in the hangars.

(4) In the absence of the Commander (Air), the Lieutenant-Commander (Flying) shall assume his duties.

(C)

55.04—LIEUTENANT-COMMANDER (OPERATIONS)

(1) The Lieutenant-Commander (Operations) shall be responsible to the Commander (Air) for:

(*a*) the co-ordination and planning of air operations and exercises for all naval aircraft, other than defensive fighters, and the control of aircraft not under direction;

(*b*) (i) the organization for and the efficiency of briefing and debriefing of aircrews in conjunction with the Air Group Commander, for operational and operational training flights embarked, and

(ii) the clearance of all flights out of sight from the ship, and operational flights from an air station;

55.04—LIEUTENANT-COMMANDER (OPERATIONS)—cont'd.

(*c*) the correction of air charts and maps; and

(*d*) the Search and Rescue organization in conjunction with the Air Direction Officer. (*See article 55.05*).

(2) The Lieutenant-Commander (Operations) shall jointly with the Flying Control Officer be responsible to the Commander (Air) for the briefing of shore based aircraft on extended flights from Naval Air Stations.

(3) *Definitions.* The terms "control" and "direction" as used in this article shall be taken to mean:

(*a*) "control"—the act of planning and co-ordinating and regulating the tactical employment of aircraft; and

(*b*) "direction"—the act of guiding, with the aid of radar and radio communication equipment, the movements of aircraft.

(C)

55.05—AIRCRAFT DIRECTION OFFICER

(1) The Aircraft Direction Officer shall be responsible to:

(*a*) in aircraft carriers, naval air stations and naval air sections, the Commander (Air); and

(*b*) in other ships, the Captain

for aircraft direction duties as prescribed in this article.

(2) The Aircraft Direction Officer shall be responsible for:

(*a*) the control and direction of all defensive fighters aircraft assigned to his unit;

(*b*) the direction of naval aircraft outside the circuit as requisite and in accordance with the orders and instructions of Commander (Air) acting through Lieutenant-Commander (Operations). In certain circumstances it may be necessary for Lieutenant-Commander (Operations) to exercise control of aircraft, other than defensive fighters, through the Aircraft Direction Officer stationed at the Direction Plot in the Operations Room, as distinct from the Aircraft Direction Officer of the ship;

(*c*) the safety of and communication with all airborne naval aircraft outside the circuit, providing that by nature of their briefing communication is possible or permissible;

(*d*) the safety of any airborne aircraft outside the circuit which requests or is ordered to be taken under direction; and

(*e*) co-operation with Lieutenant-Commander (Operations) for the organization and co-ordination of Search and Rescue.

(3) *Definitions.* The terms "control" and "direction" as used in this article shall be taken to mean:

(*a*) "control"—the act of planning and co-ordinating and regulating the tactical employment of aircraft; and

(*b*) "direction"—the act of guiding, with the aid of radar and radio communication equipment, the movements of aircraft.

(C)

(55.06 TO 55.19 INCLUSIVE: NOT ALLOCATED)

Section 2—Operation of Naval Aircraft

55.20—OPERATION OF NAVAL AIRCRAFT

The orders and instructions governing the operation of naval aircraft shall be as prescribed in the Manual of Naval Aviation and Naval General Orders.

(C)

55.21—PILOTS OF NAVAL AIRCRAFT

An officer or man shall not act as pilot of a naval aircraft unless:

(*a*) he is a pupil undergoing an authorized flying course; or

(*b*) he has successfully completed the qualifying training courses as prescribed by the Chief of the Naval Staff; or

(*c*) although he has not completed the full qualifying flying training courses, he has been tested for proficiency and has been qualified as a naval pilot by special authority of Naval Headquarters; and

(*d*) his present medical category is one that indicates he is medically fit for full or limited flying duties as prescribed by the Chief of the Naval Staff;

(*e*) he has, when applicable, completed any necessary conversion courses; and

(*f*) he is approved by the Captain as fully competent to pilot the type of aircraft in which he may be required to fly.

(C)

55.22—CAPTAIN OF A NAVAL AIRCRAFT

(1) Except as prescribed in (2) of this article, the Captain of a naval aircraft shall normally be the senior officer, qualified Pilot or Observer, designated as a member of the aircrew of that aircraft.

(2) The Captain, or the responsible officer delegated by him to authorize a flight, may, at his discretion, and taking into consideration the

(i) circumstances of the case, and

(ii) capabilities of the individual members of an aircrew,

designate a member who may not necessarily be the senior officer to act as Captain of the aircraft for a particular flight.

(3) The Captain of an aircraft shall be responsible to the Commanding Officer of his flying unit for ensuring:

(*a*) that, previous to flight, all members of the crew are

(i) properly instructed in their respective duties,

55.22—CAPTAIN OF A NAVAL AIRCRAFT—cont'd.

(ii) competent to perform those duties, and

(iii) properly equipped for their tasks;

(*b*) that, previous to flight, all necessary action has been taken to prepare his aircraft for the task allotted; and

(*c*) the proper conduct of the flight in accordance with operational and training requirements and orders.

(4) The Captain of an aircraft shall have authority over all occupants of the aircraft, irrespective of rank, and passengers must carry out any instructions given by him from the time immediately prior to commencement of the flight until the flight has been completed.

(M)

55.23—RESPONSIBILITIES OF THE PILOT OF A NAVAL AIRCRAFT

(1) Before a flight, the pilot of a naval aircraft shall familiarize himself with information necessary for the proper operation of the aircraft in flight and on the airfields which may be used.

(2) The pilot shall be directly responsible for:

(*a*) the safe operation of the aircraft, and the safety of its occupants and materiel;

(*b*) avoiding collision with other aircraft or obstacles;

(*c*) execution of all manoeuvres in air; and

(*d*) all tactics ordered for air firing, bombing or torpedo attacks.

(C)

55.24—RESPONSIBILITIES OF THE OBSERVER IN A NAVAL AIRCRAFT

An Observer on duty in that capacity in a naval aircraft shall be responsible for:

(*a*) the navigation of the aircraft;

(*b*) the operation and interpretation of the radar; and

(*c*) enemy reporting.

(C)

55.25—PASSENGERS IN NAVAL AIRCRAFT

(1) An officer or man flying in a naval aircraft who is not designated as a member of the aircrew shall be considered as a passenger.

(2) An officer or man flying in a naval aircraft as a passenger shall be subordinate to the Captain and aircrew of the aircraft for the duration of the flight in all matters relating to:

(*a*) the direction and handling of the aircraft; and

(*b*) the safety of the passengers, aircrew, and materiel.

(M)

(55.26 TO 55.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 57

CORRESPONDENCE, BOOKS, PUBLICATIONS AND MAILS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—Correspondence

57.01—GENERAL

Correspondence shall be conducted in accordance with the instructions prescribed in the Royal Canadian Navy Correspondence Manual.

(C) (1 Nov 54)

(57.02 TO 57.25 INCLUSIVE: NOT ALLOCATED)

Section 2—Telecommunications

57.26—GENERAL

(1) Telecommunication facilities shall be used for matters of urgency when time does not permit the use of air mail or other postal facilities.

(2) (*a*) Subject to (*b*) of this paragraph telegrams or cables originated in Canada may be forwarded either by Canadian National or Canadian Pacific Telegraphs.

(*b*) Naval radio or teleprinter facilities shall be used whenever possible in preference to telegraph service.

(3) When communications are despatched by telegraph, day or night letter shall be used in preference to full rate service if time permits. Detailed information on rates and classes of telegrams shall be published in Naval General Orders.

(4) Telegrams shall not be despatched to Naval Headquarters "Collect".

(5) Messages from ships present at a Canadian naval base shall be forwarded through the naval establishment at the base responsible for handling message traffic.

(6) Messages sent by telegraph at the request, or for the private convenience, of officers or men, unless the subject relates strictly to the navy, shall not be forwarded at government expense, but the cost shall be recovered from the person concerned.

(C)

(57.27 TO 57.29 INCLUSIVE: NOT ALLOCATED)

Section 3—Books and Publications

57.30—CAPTAIN'S SHIP'S BOOK

(1) The provisions of this article apply only to ships commissioned when no part of the navy is on active service.

(2) While a ship is in commission, the "Captain's Ship's Book" and its supplement the "Captain's Ship's (Guard) Book", shall be kept under the supervision of the Captain in accordance with the instructions prescribed in the book.

(3) When a ship is paid off, the book and supplement shall be forwarded by the Captain to Naval Headquarters for examination. The book and supplement shall be returned to the naval dockyard where the ship is stationed or refitting, for insertion of any necessary forms or information prior to re-issue to the ship.

(*See article 45.46—"Inspection of Ship's Books by Senior Officer in Command".*)

(C)

57.31—RESPONSIBILITY FOR SECRET AND CONFIDENTIAL BOOKS

(1) The Captain shall be responsible for all secret and confidential books and publications.

(2) The Captain shall appoint a commissioned officer or carefully selected civil servant to perform the duties in connection with all secret and confidential books and publications as prescribed in BRCN 109.

(C) (7 Feb 52)

57.32—CUSTODY AND RETURN OF SECRET AND CONFIDENTIAL BOOKS

(1) Every secret or confidential book held by an officer or man shall be returned to the Captain or issuing authority, as appropriate, when he:

(*a*) leaves the ship or establishment in which he is serving; or

(*b*) is released from the navy.

(2) Every person in possession of keys of steel chests for secret and confidential books, shall comply with the orders regarding their custody as prescribed in BRCN 109.

(C)

(57.33: NOT ALLOCATED)

57.34—PROCUREMENT AND DISTRIBUTION

(1) The Director of Publications and Printing, Ottawa, shall be responsible for the procurement, printing, supply and distribution of:

(*a*) all books and amendments to them, that are authorized for use in the navy;

(*b*) naval regulations and amendments when promulgated; and

(*c*) naval general orders when promulgated.

(2) The books, regulations and orders prescribed in (1) of this article shall be distributed to the Senior Officers in Chief Command and for further distribution to ships and naval establishments by the officer designated as the naval distributing authority.

(3) The naval distributing authority shall carry out his duties as prescribed in ~~BR Form U2D~~ BRCN 109.

(*See article 1.24—"System of Naval Regulations and Orders" and 1.25—"Books and Other Publications for Naval Use."*)

(C)

(57.35 TO 57.50 INCLUSIVE: NOT ALLOCATED)

Section 4—Mails

57.51—FLEET MAIL OFFICE

(1) The handling and distributing of mails for and from ships and naval establishments shall be conducted, as directed by the Chief of the Naval Staff, by Fleet Mail Offices.

(2) The duties and responsibilities of the Fleet Mail Offices shall be as prescribed in Naval General Orders.

(3) Mail addresses of ships shall be arranged by Naval Headquarters.

(C)

57.52—SHIP'S POSTMAN

(1) The Captain shall select a petty officer first class, or in a smaller ship a petty officer second class, to carry out the duties of postman under the orders of the Executive Officer.

(2) The postman shall be given written authority to receive all postal packets and mail bags from the Fleet Officer or post office.

(C)

57.53—COLLECTION OF MAILS

(1) The postman shall produce his written authority to receive mails, at the Fleet Mail Office or post office and shall sign a duplicate book (Form S. 566) for the registered mail he receives. The original form shall be retained in the Fleet Mail Office or post office, the duplicate being handed to the postman, who shall check all the items received by him.

57.53—COLLECTION OF MAILS—(Cont'd.)

(2) On arrival on board, the postman shall deliver all postal matter to the Executive Officer together with the lists covering registered matter received by him at the issuing office.

(3) When a mail containing registered postal packets is received the bag shall be carefully examined to ensure that it has not been tampered with in any way.

(4) The contents of the bag shall be compared with the letter bill, each entry being checked. The total of the items shall be noted at the foot of the entries and initialled.

(5) If a registered letter or bag noted on the letter bill cannot be found, its absence shall immediately be reported by message to the despatching office, and the bag, string, label and seal, if any, be retained for the purpose of inquiry if the discrepancy is not rectified.

(6) Persons concerned with the handling of registered mail shall take every precaution to prevent it from being tampered with and shall ensure that:

(*a*) it is handled by as few persons as practicable;

(*b*) it is invariably kept locked up while awaiting attention or distribution; and

(*c*) a signature is obtained on every transfer from one person to another.

(C)

57.54—DISTRIBUTION OF MAILS

(1) The mail for the ship shall be entrusted by the Executive Officer to the senior Regulating man, who, before it is distributed, shall date, time and post into the Registered Letter and Parcel Book (Form S568 or S568a), the duplicate list (Form S.566) covering the registered mail.

(2) The registered mail on the list shall be signed for in the Registered Letter and Parcel Book at the time of delivery by the officers or men to whom they are addressed and by the man who issues them, each entry being countersigned by the man detailed in (1) of this article.

(*See article 5.22—"Duties of the Master-at-Arms" and 45.47 "Inspection of Ship's Books by Captain".*)

(C)

57.55—NON DELIVERY OF MAILS

(1) The Executive Officer shall be advised of any registered mail that cannot be delivered immediately, to enable safe custody to be arranged pending delivery.

(2) (*a*) Ordinary mail addressed to officers or men no longer serving in a ship or naval establishment shall be re-addressed, where practicable, and

(i) forwarded to the officer or man concerned, or

(ii) returned to the issuing office, and

if returned to the issuing office and not re-addressed, the reason for non-delivery shall be noted on the envelope.

57.55—NON DELIVERY OF MAILS—(Cont'd)

(*b*) Registered Mail that is undelivered shall be entered on the list of Registered Letters Despatched (Form S 579a) and returned to the issuing office for further transmission. The office of origin, registration number and name of addressee shall be entered, followed by the words "re-directed" or "undelivered". A note shall be made in the Registered Letter and Parcel Book showing the date and disposition of the undelivered item.

(C)

57.56—DESPATCH OF MAIL

(1) Sealed bags containing postal packets for different addresses shall be labeled and enclosed in outer bags which shall be sealed and addressed to the Senior Officer in Command, Fleet Mail Office or Postmaster as appropriate. Should the amount of ordinary postal matter not justify separate bags, a miscellaneous bag shall be made up.

(2) (*a*) Except as prescribed in (*b*) of this paragraph, a mail office despatching mail shall advise the next mail office by message of the number of bags of registered and ordinary mail forwarded. The receiving office shall advise the forwarding office immediately by message of any discrepancy either in the number of bags advised or the registered items or lists contained in the bags.

(*b*) When regular despatches of mail are made up and forwarded by Fleet Mail Offices, the number of bags of mail need not be advised by signal if the number of bags is clearly indicated on the labels.

(3) A registration certificate shall be issued on Post Office Form 50B by the Fleet Mail Officer or Post Office, to the sender of a registered postal packet at the time it is handed in for mailing.

(4) Except as prescribed in paragraph (5), registered mail shall be despatched as follows:

(*a*) all registered items shall be entered by the Master-at-Arms or Coxswain in the list of Registered Letters Despatched (Form S. 579a);

(*b*) the original and duplicate of Form S. 579a shall be handed to the ship's postman, together with the registered items;

(*c*) the triplicate copy of Form S. 579a shall be retained on board after signature by the ship's postman as a receipt for the items received by him;

(*d*) one copy of Form S. 579a shall be retained by the official receiving the items at the Post Office. The other copy shall be dated and signed by him, and handed to the postman as his receipt;

(*e*) the postman shall return the receipted copy of Form S. 579a to the Master-at-Arms or Coxswain, who shall attach it to the triplicate copy in the list of Registered Letters Despatched.

(5) When any part of the navy is on active service by reason of an emergency, registered mail shall be despatched in accordance with Naval General Orders.

(C)

57.57—REGISTERED MAIL

(1) The following, subject to (2) of this article, when forwarded by mail, shall be registered where registration facilities exist:

(*a*) secret and confidential letters and documents;

(*b*) pay records and financial accounts;

(*c*) letters containing cheques drawn for large amounts;

(*d*) any letters or documents where proof of receipt is required;

(*e*) original service certificate; and

(*f*) currency.

(2) If mailed from places where no registration facilities exist, they shall be sent by the safest method possible.

(C)

57.58—POSTAGE ON CORRESPONDENCE

(1) Except as prescribed in (2) and (3) of this article all postal matter forwarded from ships and establishments by registered, air, or ordinary mail requires postage stamps.

(2) Letters mailed in Canada, other than those forwarded by special delivery, registered mail, or air mail, when addressed to any federal government department at Ottawa do not require postage stamps. Postage is required on X-Ray films forwarded to Naval Headquarters in the special envelope (Form MFM 56) provided for the purpose.

(3) When any part of the navy is on active service by reason of an emergency, all postal matter from seagoing ships shall not bear stamps for security reasons, but shall be dealt with as prescribed in Naval General Orders.

(C)

57.59—POSTAGE BOOK

(1) A postage book (Form M.B. 46A), shall be kept where mail is not handled by a postage meter. A brief notation of the addressee and destination, together with the amount of postage expended on each individual letter or parcel, shall be entered therein at the time it is mailed.

(2) The postage book shall be inspected and signed by the Captain weekly. (*See article 45.47—"Inspection of Ship's Books by Captain."*)

(3) When postage other than Canadian is used, the value of the stamps in the currency of the country concerned shall be shown in the postage book in addition to the value in Canadian currency. The currency rate of exchange shall be noted.

(C)

(57.60 TO 57.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 58

EXAMINATIONS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

58.01—PREPARATION, SUPPLY, AND MARKING OF EXAMINATION PAPERS

(1) The authorities responsible for the preparation, supply and marking of examination papers shall be as prescribed in Naval General Orders or the Royal Canadian Navy Training Manual.

(2) The name of the authority to whom, on completion, the examination papers are to be forwarded for marking shall be communicated by the supplying authority when forwarding examination papers.
(C)

58.02—CUSTODY OF EXAMINATION PAPERS

The Captain shall be responsible for the safe custody of:

(*a*) unworked examination papers, which shall be locked up on receipt and handed only to the supervising officer on the day of the examination; and

(*b*) worked examination papers, which shall be locked up on receipt from the supervising officer until disposed of in accordance with article 58.05.

(C)

58.03—SUPERVISION OF WRITTEN EXAMINATIONS

(1) When a written examination is held, the Captain shall appoint a supervising officer not below the rank of lieutenant.

(2) When the number of candidates is greater than 36, the Captain shall appoint additional officers to assist the supervising officer.

(3) The supervising officer shall:

(*a*) arrange for suitable accommodation in which to conduct the examination;

(*b*) ensure that the necessary stationery is provided at the place of examination;

(*c*) ensure that all drawings, charts, models, or other sources of information in the room in which the examination is held, are covered or removed prior to the commencement of the examination;

(*d*) on the day of the examination, obtain from the Captain the sealed packet containing the examination papers, which he shall open in the presence of the candidates at the time appointed for the examination and distribute to them together with authorized tables as required;

(*e*) remain present during the entire examination;

58.03—SUPERVISION OF WRITTEN EXAMINATIONS—(Cont'd)

(*f*) not give any assistance to the candidates concerning the answer to any question contained in the examination paper;

(*g*) not allow any candidate to leave the examination room within the first half hour;

(*h*) unless a candidate is accompanied by a responsible person designated by the supervising officer, not permit a candidate to leave the examination room after that time without finally giving up his worked papers;

(*i*) not admit a candidate who arrives after one or more of the candidates have left the examination room; and

(*j*) ensure that strict silence is maintained in the examination room.

(C)

58.04—INSTRUCTIONS TO CANDIDATES

Before the start of the examination, the supervising officer shall:

(*a*) instruct the candidates to

(i) write only on one side of the paper,

(ii) leave a margin of one and one-half inches from the left hand edge of the sheet of paper,

(iii) write their ranks, names, official numbers, and the name of the ship in which they are serving at the top edge on each sheet of paper used, or in the space provided at the top of the first page of the naval educational examination booklet, as applicable,

(iv) write down the number and part of the question before commencing the answer,

(v) show all the calculations necessary to obtain a mathematical answer,

(vi) do all written work, both rough and fair, in the spaces provided in the naval educational examination booklet when applicable, and

(vii) secure all the sheets together before handing in their worked papers; and

(*b*) read to the candidates the following warning in the presence of an independent witness:

"WARNING

Any candidate detected in the examination room

(i) in possession of a book or manuscript brought with him for his assistance unless it is allowed specifically for that examination, or

(ii) copying from the papers of another candidate, or

(iii) permitting his own papers to be copied, or

(iv) attempting to give or receive assistance of any description

will be disqualified, his examination discontinued, and the circumstances reported to the Captain."

(C)

58.05—WORKED EXAMINATION PAPERS

(1) At the end of the prescribed examination period in each subject, the supervising officer shall:

58.05—WORKED EXAMINATION PAPERS—(Cont'd)

(*a*) collect all worked papers, examination booklets and other materials; and

(*b*) ensure that all worked papers are completed in accordance with article 58.04 (*a*)(iii).

(2) The worked papers or examination booklets shall be placed unfolded in an envelope together with:

(*a*) a list, signed by the supervising officer, of the candidates examined, giving their ranks, full names, official numbers, and the name of their ship;

(*b*) a statement signed by the supervising officer that

(i) he was present during the entire examination, and

(ii) no candidate received assistance during the examination from books or other sources beyond those sanctioned for use at the examination; and

(*c*) a certificate signed by the supervising officer and the independent witness that the warning prescribed in article 58.04 was read to the candidates before the beginning of the examination.

(*NOTE: In the case of naval educational examinations, the list, statement and certificate prescribed in this paragraph shall be entered on Form CNS 2600.*)

(3) The envelope shall then be secured, sealed and marked with the:

(*a*) words "Confidential—Worked Examination Papers";

(*b*) name of the examination and subject;

(*c*) date and hour of the examination; and

(*d*) name of the ship in which the examination was held;

and placed in safe custody as prescribed in article 58.02.

(4) On completion of all subjects, the sealed envelopes together with a statement signed by the Captain and the supervising officer certifying that the prescribed order of examination has been strictly observed, shall be enclosed in one package, sealed, and forwarded by registered mail to the authority designated under article 58.01.

(5) When by reason of the exigencies of the service the Senior Officer present has directed that the examination be held on a date later than that prescribed, the Captain shall enter on the certificate prescribed in (4) of this article:

(a) the reasons and the authority for the postponement; and

(*b*) a certificate to the effect that there was no possibility of the candidates' having become acquainted with the contents of the examination papers before the examination.

(C) (17 Mar 53)

(58.06 TO 58.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 59

(NOT ALLOCATED)

CHAPTER 60

(NOT ALLOCATED)

CHAPTER 61

CEREMONIES AND VISITS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter).

Section 1—Ceremonies

61.01—ORDER OF PRECEDENCE—CEREMONIAL OCCASIONS

(1) On ceremonial occasions, the Captain shall normally introduce his officers in the following order:

(*a*) the Executive Officer;

(*b*) officers who are heads of departments, in order of seniority; and

(*c*) the remaining officers, in order of seniority.

(2) For the purpose of this article, Chaplains shall take precedence with, but before, heads of departments.

(*See article 3.41—"Naval Precedence".*)

(C) (1 May 57)

61.02—ORDER OF PRECEDENCE—STATE OCCASIONS

(1) The order of precedence on federal occasions of state and ceremony in Canada where state, ecclesiastical, judicial and other high ranking Canadian authorities are present is shown in the table to this article.

(2) Members of the Royal Family, other than Her Majesty the Queen, when in Canada, take precedence after the Governor General.

(C) (1 May 57)

TABLE TO ARTICLE 61.02

1. The Governor General or the Administrator (*see note* (*i*))
2. The Prime Minister of Canada
3. The Chief Justice of Canada
4. Ambassadors and High Commissioners (*see note* (*ii*))
5. Ministers Plenipotentiary (*see note* (*iii*))
6. The Members of the Cabinet with relative precedence governed by the date of their appointment to the Queen's Privy Council of Canada
7. The Lieutenant-Governor of Ontario
   The Lieutenant-Governor of Quebec
   The Lieutenant-Governor of Nova Scotia
   The Lieutenant-Governor of New Brunswick
   The Lieutenant-Governor of Manitoba
   The Lieutenant-Governor of British Columbia
   The Lieutenant-Governor of Prince Edward Island
   The Lieutenant-Governor of Saskatchewan
   The Lieutenant-Governor of Alberta
   The Lieutenant-Governor of Newfoundland (*see note* (*iv*))

61.02—ORDER OF PRECEDENCE—STATE OCCASIONS—(Cont'd)

8. Members of the Queen's Privy Council for Canada not of the Cabinet in accordance with the date of their appointment to the Privy Council (*see note (v)*)
9. The Speaker of the Senate
10. The Speaker of the House of Commons
11. The Leader of the Opposition
12. The Primate of the Anglican Church of Canada, a Prelate of the Roman Catholic Church having high relative precedence in that Church in Canada, the Moderator of the United Church of Canada, the Moderator of the Presbyterian Church in Canada and the President of the Baptist Federation of Canada or their representatives (*see note (vi)*)
13. The Premiers of the Provinces of Canada in the same order as the Lieutenant-Governors (*see note (iv)*)
14. Puisne Judges of the Supreme Court of Canada
15. The President of the Exchequer Court of Canada
16. (a) The Chief Justice of the highest court of each province and territory; and
    (b) The Chief Justice of the other superior courts of the provinces and territories, including the Associate Chief Justice of the Superior Court of the Province of Quebec; with precedence within sub-categories (a) and (b) governed by the date of appointment as Chief Justice
17. (a) Puisne Judges of the Exchequer Court; and
    (b) Puisne Judges of the superior courts of the provinces and territories; with precedence within each sub-category to be governed by the date of appointment
18. Members of the Senate
19. Members of the House of Commons
20. Consuls-General of countries without diplomatic representation
21. The Chairman of the Chiefs of Staff Committee, the Chief of the General Staff, the Chief of the Naval Staff, and the Chief of the Air Staff (*see note (vii)*)
22. Members of the Executive Council, Provincial, within their Provinces
23. The Speaker of the Legislative Council within his Province
24. Members of the Legislative Council within their Provinces
25. The Speaker of the Legislative Assembly within his Province
26. Members of the Legislative Assembly within their Provinces.

(C) (1 May 57)

NOTES

(i) Precedence is given immediately after the Chief Justice to former Governors General with relative precedence among them governed by the date of their leaving office.

(ii) Precedence among Ambassadors and High Commissioners, who rank equally, is determined by the date of the presentation of their credentials.

(iii) Precedence is given to Chargés d'Affaires immediately after Ministers Plenipotentiary.

(iv) This provision does not apply to such ceremonies and occasions as are of a Provincial nature.

(v) In this category, precedence is given as a courtesy, before other Privy Councillors not of the Cabinet, to former Prime Ministers with relative precedence governed by the date of their appointment to the Privy Council.

(vi) Precedence is given as a courtesy in this category to the Apostolic Delegate as has been the custom in the past and the relative precedence of the Canadian ecclesiastical dignitaries is governed by the date of their assumption of their present office, with their representatives to be given the same relative precedence.

(vii) This precedence is given to the Chiefs of Staff on occasions when they have official functions to perform, otherwise the Chiefs of Staff have equal precedence with Deputy Ministers with their relative positions to be determined according to the respective dates of their appointments to office. The relative precedence of the Chiefs of Staff, Deputy Ministers and other high officials of the public service is determined from time to time by the Secretary of State of Canada in consultation with the Prime Minister.

(C) (1 May 57)

61.03—TOASTS IN NAVAL MESSES AND AT OFFICIAL DINNERS

(1) The health of Her Majesty the Queen shall be honoured while seated in all naval messes whether on shore or afloat, on all occasions except those where:

(*a*) the National Anthem is played, when the toast shall be drunk standing; or

(*b*) toasts to heads of states other than Commonwealth countries are included, when they, and that to Her Majesty shall be drunk standing whether National Anthems are played or not.

(2) Whenever officers or officials of India are entertained officially on board ships or in naval establishments on occasions when it is customary for toasts to be exchanged, the first toast shall be to Her Majesty the Queen followed by a toast to the President of India.

(3) Whenever officers or officials of other than Commonwealth countries are entertained officially on board ships or in fleet establishments on occasions when it is customary for toasts to be exchanged:

(a) the Canadian officer acting as host proposes as the first toast the health of the head of the state (sovereign or president) of the country to which the visitors belong; and

(*b*) after this toast has been honoured, the Senior Officer of the guests of the other nation proposes the health of Her Majesty the Queen.

(4) (*a*) When more than one nation is represented among the guests, the host proposes a collective toast to the heads of the several states represented, naming them in the order of the rank and seniority of their respective representative officers present.

(*b*) In a port of another nation, however, when officers of the state visited are present, the head of that state shall invariably be named first in the collective toast, the remainder being named in the order prescribed in (a) of this paragraph.

(c) If the head of the state visited is present in person at an official function, the host proposes an individual toast to him, and immediately this has been honoured, the collective toast to the heads of the remaining states represented is proposed.

(*d*) The senior and highest in rank of the visiting officers or officials responds to the collective toast by proposing the health of Her Majesty the Queen.

(5) The procedure prescribed in (2), (3) and (4) of this article should be arranged beforehand between the Canadian officer who is the host and his guests.

(6) The first toast shall always be proposed in English, but if practicable shall also be repeated in French or the language of the visitors.

(7) Subsequent toasts may follow as the occasion demands.

(8) When a National Anthem of another nation is played in accompaniment to a toast, an abbreviated version shall not be used unless it has been ascertained that this is in accordance with the custom of the country concerned.

(9) If two or more National Anthems are played, they should be in the order in which countries are named in the collective toast. When National Anthems are played, the Indian National Anthem should be played for toasts to the President of India. "O Canada" should always be played for toasts to Canada or the Canadian Prime Minister.

61.03—TOASTS IN NAVAL MESSES AND OFFICIAL DINNERS—(Cont'd)

TABLE TO ARTICLE 61.03

Nationality of Guests	First Toast		Second Toast		Third Toast		Fourth Toast	
	Toast	Proposed by	Toast	Proposed by	Toast	Proposed by	Toast	Proposed by
1 Indian (when no foreign guests are present) (a) If President of the Republic of India is present in person	President of the Republic of India	Mess President	HM the Queen	President of the Republic of India.	(Note:—(i) *In all naval messes, whether on board ship or on shore, both toasts are to be honoured seated, except when the National Anthem is played.*)			
(b) When President of the Republic of India is not present in person.	HM the Queen	Mess President	President of the Republic of India.	Mess President				
2 Foreign (one nation only represented).	Head of state to which guests belong.	Mess President	HM the Queen	Senior Officer of Foreign guests				
3 Foreign (more than one nation represented). (a) If head of state visited is present in person	Head of state visited	Mess President	Collective toast to heads of remaining states represented named in the order of the rank & seniority of their respective representative officers present.	Mess President	HM the Queen	Head of state visited		

(Note:— (ii) *This procedure should also be followed if a head of state is present otherwise than in a port of his own country.*

(iii) *If more than one head of state should be present the mess president should propose a joint toast to the heads of state present, naming first the head of state visited, or, in his absence, the head of state who is senior by date of accession. The head of state who is thus named first would propose the third toast to HM the Queen.*)

61.03—TOASTS IN NAVAL MESSES AND OFFICIAL DINNERS—(Cont'd)

TABLE TO ARTICLE 61.03—(Cont'd)

Nationality of Guests	First Toast		Second Toast		Third Toast		Fourth Toast	
	Toast	Proposed by	Toast	Proposed by	Toast	Proposed by	Toast	Proposed by
3 (b) In a foreign port when officers of the state visited are present.	Collective toast of heads of several states represented naming the head of state being visited first, and the remainder in the order of the rank & seniority of the respective representative officers.	Mess President	HM the Queen	Senior Officer of foreign guests				
(c) Otherwise than in (a) or (b)	Collective toast of heads of the several states represented, named in the order of the rank and seniority of their respective representative officers present.	Mess President	HM the Queen	Senior Officer of foreign guests				
4 Indian & Foreign (a) Indian & one foreign nation	Head of state to which foreign guests belong	Mess President	HM the Queen	Senior Officer of foreign guests	President of the Republic of India	Senior Officer of foreign guests		

TABLE TO ARTICLE 61.03—(Cont'd)

NATIONALITY OF GUESTS	FIRST TOAST		SECOND TOAST		THIRD TOAST		FOURTH TOAST	
	Toast	Proposed by	Toast	Proposed by	Toast	Proposed by	Toast	Proposed by
4 (b) Indian & more than one foreign state (i) If head of state visited is present in person	Head of State	Mess President	Collective toast to heads of remaining foreign states represented, named in the order of the rank & seniority of their respective representative officers present.	Mess President	HM the Queen	Head of state visited	President of the Republic of India.	Head of state visited
(ii) In a foreign port when Officers of the state visited are present.	As for 3 (b)		As for 3 (b)		President of the Republic of India.	Senior Officer of foreign guests.		
(iii) Otherwise than in (i) and (ii).	As for 3 (c)		As for 3 (c)		President of the Republic of India.	Senior Officer of foreign guests.		

(NOTE:—(iv) *Should the President of the Republic of India be present in person the mess president should propose a separate toast to him before the first toast under 4 (a) and 4 (b), (ii) and(iii) and after the first toast at 4 (b) (i); in each case the subsequent toast to the president by the head of state or senior foreign guest would then be omitted.*)

(C)

(1 May 57)

61.04—REMEMBRANCE DAY

(1) On the 11th day of November each year, being the anniversary of the armistice concluding the First World War and now officially designated by statute as Remembrance Day, a period of two minutes' silence commencing at 1100, local time, shall be observed as far as practicable in ships and naval establishments.

(2) During the silence period:

(*a*) all work, machinery and noise which can be stopped shall cease;

(*b*) rail and water transport need not be stopped;

(*c*) (i) power boats belonging to ships and naval establishments shall stop when practicable,

(ii) pulling boats shall lay on oars, and

(iii) boats under sail shall let fly sheets when practicable;

(*d*) communication watches shall continue; and

(*e*) ensigns shall not be worn at half-mast.

(3) Her Majesty's Canadian Ships in company with ships of Commonwealth or foreign navies shall observe Remembrance Day by ceremonies arranged mutually with ships present.

(4) Officers attending Memorial Services shall salute during the sounding of the "Last Post" and "Reveille".

(*See article 17.17—"Other cases of Mourning".*)

(C) (1 May 57)

61.05—PROCEDURE WHEN HIS EXCELLENCY THE GOVERNOR GENERAL IS PRESENT

(1) On an occasion, including a march past of troops, where the salute is taken by the Governor General when in a box from a stand, only His Excellency takes the salute. Those in the Governor General's box remain seated, except when the National Anthem is played.

(2) If uncased colours are carried, those in attendance on His Excellency, including those in the box party:

(a) rise as the colours pass;

(b) if officers wearing head-dress, salute the colours; and

(c) resume their seats when the colours have passed.

(3) When the Governor General is received with a Guard of Honour:

(*a*) all present rise on His Excellency's entrance and remain standing until he is seated;

(*b*) six bars of the National Anthem are played on the order "Royal Salute-Present Arms", when

(i) officers in attendance on His Excellency do not salute despite the playing of the National Anthem, and

(ii) all other officers salute.

(4) At the close of the performance, the National Anthem is usually played before His Excellency leaves, when:

(*a*) the spectators rise; and

(*b*) all officers and men wearing head-dress, whether in attendance on His Excellency, or not, salute.

(C) (1 May 57)

(61.06 TO 61.15 INCLUSIVE: NOT ALLOCATED)

Section 2 – Visits

61.16—VISITS OF SHIPS OUTSIDE CANADIAN WATERS

(1) When ships are to visit a port outside Canada, notification of, and arrangements for, the visit shall be made in accordance with instructions issued from Naval Headquarters.

(2) While in ports outside Canada, ships shall:

(a) comply with any instructions from local authorities that are not inconsistent with the instructions from Canadian naval authorities; and

(*b*) obey any special instructions received from Canadian naval authorities while in such ports.

(*See article 64.19—"Conduct in Foreign Ports".*)

(3) Rank and command shall be governed by the Visiting Forces Acts of Canada and the United Kingdom and reciprocal orders passed therein, when applicable.
(*See Appendix XII—"Visiting Forces (British Commonwealth) Act 1933".*)

(C) (1 May 57)

61.17—PROCEDURE WHEN VISITING PORTS OF OTHER NATIONS

(1) On completion of the preliminary arrangements as prescribed in article 61.16, the Senior Officer of the visiting fleet or squadron or the Captain of a single ship shall notify direct:

(*a*) the diplomatic or consular authority representing Canada; or

(*b*) if Canada is not represented, the representative of the United Kingdom; or

(*c*) if Canada and the United Kingdom are not represented, the appropriate civil authority;

of the date and time of the intended arrival of the fleet, squadron or ship at the port and the probable duration of the visit.

(2) Communication shall be established on arrival with the diplomatic or consular authority concerned. The customary visit to the Governor or chief authority at the port should always be made unless there is special reason for not doing so. Ceremonial visits shall be exchanged as prescribed in this section.

(3) In those rare circumstances when preliminary arrangements have not been made by a higher authority under article 61.16, in the event of a visit of one or more ships to a port of another nation being of very short duration and of a purely informal or operational nature, as distinct from ceremonial, for a purpose such as shipping or landing persons or stores, the Senior Officer of the visiting ships or the Captain of a single ship shall notify the diplomatic or consular authority concerned direct of the proposed visit, and request him to inform the local authorities accordingly.

(4) The diplomatic or consular authority at the seat of government of the country visited shall be notified at the same time and requested to secure the concurrence of the government for the proposed informal or operational visit.

61.17—PROCEDURE WHEN VISITING PORTS OF OTHER NATIONS—(Cont'd)

(5) Communication shall be established on arrival with the diplomatic or consular authority and the Senior Officer or Captain should consult with him as to the practicability of exchanging any ceremonial visits. When a call is made at a naval port, visits shall always be paid to the naval authority.

(C) (1 May 57)

61.18—VISITS—DIPLOMATIC AUTHORITIES

(1) The Flag or Senior Officer in command of a fleet, squadron or ship following arrival:

(*a*) shall pay the first visit to Her Majesty's Canadian diplomatic authorities in charge of embassies or legations, of or above the rank of Chargé d'Affaires; and

(*b*) will normally receive the first visit from diplomatic authorities below that rank.

(NOTE: High Commissioners for Canada rank equally with Ambassadors according to seniority).

(2) In ports where there is no Canadian diplomatic authority, the visits prescribed in (1) of this article shall be exchanged with the United Kingdom diplomatic authorities.

(3) After the visits prescribed in (1) or (2) of this article have been made, visits shall be exchanged with other diplomatic authorities.

(4) In case of doubt as to the status of a diplomatic authority in charge of an embassy or legation, an officer shall be sent ashore to ascertain this information prior to the exchange of visits.

(C) (1 May 57)

61.19—VISITS—CONSULAR AUTHORITIES

(1) (*a*) On arrival of a fleet, squadron or ship at a port of another nation at which there is no Canadian diplomatic authority, the first visit between naval and consular officers

(i) shall be made by the naval officer in command of the fleet, squadron or ship, or

(ii) may be expected from the Canadian consular officers, whoever is junior in rank to the other in accordance with the scale prescribed in (*b*) of this paragraph.

(*b*)

Consular Rank	*To Rank with, but after*
Consuls-General	Rear-Admirals
Consuls	Captains
Vice-Consuls	Lieutenant-Commanders
Consular Agents	Lieutenants

(2) In ports where there are no Canadian consular officers, the visits prescribed in (1) of this article shall be exchanged with the United Kingdom consular authorities, unless visits are exchanged with diplomatic authorities as prescribed in article 61.18 (2).

(3) After the visits prescribed in (1) or (2) of this article have been made, visits shall be exchanged with the consular authorities of other Commonwealth countries, unless visits are exchanged with diplomatic authorities as prescribed in article 61.18 (3).

(4) The officer placed in charge of a consular post during the absence of the incumbent assumes for the time being the latter's rank.

(C) (1 May 57)

61.20—VISITS—GOVERNORS, OTHER ADMINISTRATIVE AUTHORITIES AND MILITARY OFFICERS

(1) The procedure which should be observed in regard to the interchange of visits between naval officers and:

(*a*) Governors General;

(*b*) Governors;

(*c*) Lieutenant-Governors;

(*d*) Commissioners;

(e) Administrators; and

(f) Officers in command of military forces;

of Canada and other nations of the Commonwealth is prescribed in this article.

(2) Official visits should be exchanged between:

(*a*) the Governor General, Governor, Lieutenant-Governor, Commissioner or Administator, and

(i) the Senior Officer in command of a fleet, squadron or ship on arrival at a port where the governing official is present, or

(ii) a Flag Officer or Commodore flying his broad pendant on the first arrival since taking up his appointment at a port where the governing official is present, or

(iii) all Flag Officers and Commodores flying their flags or broad pendants present on the governing official assuming office after being newly appointed;

(*b*) the Senior Officer in Command of a fleet, squadron or ship and the officer in command of military forces on arrival of one or more ships at an overseas port where these forces are quartered.

(3) Visits need not be exchanged more than once during the respective tenure of office of the Queen's representative or the military officers concerned.

(4) (*a*) A Governor General, Governor or Lieutenant-Governor receives the first visit from the Senior Officer in command of a fleet, squadron or ship;

(*b*) A Commissioner or Administrator customarily

(i) pays the first visit to all Flag Officers and Commodores flying their flag or broad pendant, and

(ii) receives the first visit in all other cases.

(*c*) Visits between military officers are exchanged on the basis that the junior officer pays the first call on the senior. The same principle applies to officers of equivalent rank; however, in the case of officers of the same seniority, the officer last arriving at the port shall pay the first visit.

(*d*) No sequence or priority of visits is prescribed when an officer has to pay a series of visits to civil or military officers, the visits being mutually arranged to suit the convenience of the officials concerned.

(5) (*a*) A Governor General does not, unless he otherwise desires, return official visits paid to him by naval officers.

(*b*) It is customary for visits to be returned within twenty-four hours

61.20—VISITS—GOVERNORS, OTHER ADMINISTRATIVE AUTHORITIES AND MILITARY OFFICERS—(Cont'd)

(i) in person by a Governor to all Flag Officers and Commodores flying their flags or broad pendants who are Senior Officers in Chief Command,
(ii) in person by a Lieutenant-Governor to all Flag Officers flying their flags or broad pendants,
(iii) in person by a Commissioner or Administrator to all Captains,
(iv) in person by a Flag Officer or Commodore flying his flag or broad pendant to all Administrators or Commissioners,
(v) by an Aide-de-Camp or other officer delegated in all other cases.

(*c*) Flag Officers and Commodores shall
(i) return visits of colonels, group captains and above,
(ii) send a captain or commander to return the visits of lieutenant-colonels, wing commanders or other officers in command.

(*d*) Captains and officers of lower rank in command of ships shall return in person the visits of
(i) lieutenant-colonels,
(ii) wing commanders,
(iii) majors, and
(iv) squadron leaders.

(6) (*a*) In cases where the Governor or other officer administering the government finds that from indisposition or pressure of business he is unable to return a visit in person, he customarily delegates his Aide-de-Camp or other officer to do so.

(*b*) In cases where a Flag Officer or Commodore is precluded for the reasons prescribed in (a) of this paragraph from paying or returning a visit, he shall delegate his Flag Lieutenant or other officer not below that rank to do so.

(*c*) In every case when a naval officer fails to pay the required visit in person, the circumstances and reasons for the omission shall be reported to Naval Headquarters.

(7) Officers acting temporarily in higher civil offices or commands, shall, in regard to official visits, be considered as having the same status as if they were confirmed in their offices or commands.

(*See article 62.52—"Salutes to Canadian and Commonwealth Authorities".*)

(C) (1 May 57)

61.21—PRECEDENCE—DIPLOMATIC AND CONSULAR REPRESENTATIVES OF COUNTRIES OF THE COMMONWEALTH

When ships visit ports at which:

(*a*) diplomatic or consular authorities of Canada are stationed, these authorities normally take precedence over diplomatic or consular officers of the United Kingdom or other Commonwealth countries, irrespective of seniority in rank or residence;

(*b*) no diplomatic or consular authorities of Canada are stationed, diplomatic or consular authorities of the United Kingdom or other Commonwealth countries normally take precedence by virtue of seniority.

(C) (1 May 57)

61.22—VISITS—AUTHORITIES OF OTHER THAN COMMONWEALTH COUNTRIES

(1) (*a*) The Governor of a province, territory, or colonial possession, if residing in or near the port, receives the first visit from the Senior Officer in command of the visiting Canadian squadron or ship.

(*b*) It is customary for this visit to be returned to

(i) Flag Officers and Commodores in person,

(ii) officers of lower rank, by an Aide-de-Camp or other officer.

(2) Subject to (1) of this article, the chief civilian authority of the port shall, as a general rule, receive the first visit from the Senior Officer in command of the visiting Canadian squadron or ship.

(3) (*a*) The Flag or other officer in command of the visiting fleet, squadron or ship shall pay the first visit to the senior officers of the army and air forces in the vicinity of the port if he is equal in rank and the visit normally will be returned within twenty-four hours of being paid.

(b) When the officers are not of equivalent rank, the junior customarily pays the first visit, the limit of time prescribed in (*a*) being observed as to the visit and its return.

(*c*) The procedure for returning visits between naval and army and air force officers shall be similar to that prescribed in article 61.20, paragraph (5) (*c*) and (*d*).

(C) (1 May 57)

61.23—VISITS—NAVAL OFFICERS OF OTHER NATIONS

(1) The rules prescribed in this article, in which the maritime nations generally have concurred, shall be observed by all naval officers in regard to the interchange of visits with officers of ships of war of other nations.

(2) On the arrival of any ship or ships of war of another nation, the Flag or Senior Officer in command of one or more ships of war in port, whatever his rank, shall send an officer to the arriving ship, or in the case of a fleet or squadron, to the ship of the Senior Officer to offer the customary courtesies. The Senior Officer or Captain of the ship or ships sends an officer to return the visit.

(3) (*a*) Within twenty-four hours of his arrival, the Flag or Senior Officer in command of the arriving ship or ships visits the officer in command of the fleet, squadron or ship of another nation present at the port, if equal in rank, the visit being returned within twenty-four hours of being paid.

(*b*) In the case of officers of different ranks, the junior pays the first visit, the limits of time prescribed in (*a*) being observed as to the visit and its return.

(4) Officers of senior ranks return the visit as follows:

(*a*) all Flag Officers and Commodores

(i) return the visits of Captains and above,

(ii) send their flag captains to return the visits of commanders, lieutenant-commanders and other officers in command;

61.23—VISITS—NAVAL OFFICERS OF OTHER NATIONS—(Cont'd)

(*b*) Captains and below return the visits of commanders and below in command.

(5) After the interchange of visits between Senior Officers has taken place, the Captain or other officers in command of the arriving ships of war visit those of the ships in port, who return their visits.

(6) Officers may expect that strict reciprocity will be observed in similar circumstances by naval officers of other nations in regard to these visits of ceremony.

(C) (1 May 57)

(61.24 TO 61.99 INCLUSIVE: NOT ALLOCATED).

CHAPTER 62

FLAGS, ENSIGNS AND JACKS

NOTES

(1) *Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.*

(2) *Refer to BR 20 "Flags of all Nations" for description of all standards, flags, ensigns and jacks mentioned in this chapter.*

(3) *The term "COLOURS" shall include the ensign, jack and flag or pendant. The term "HALF MAST COLOURS" shall refer to the ensign and jack only.*

(4) *Whenever colours are ordered to be half-masted the ensign shall be placed half way between the block and the deck in ships and the block and the ground in Naval Establishments.*

Section 1 – Royal Standards

62.01—THE ROYAL STANDARD

(1) The Royal Standard, being the personal flag of the sovereign, shall be hoisted:

(*a*) on board ships; or

(*b*) on official buildings; or

(*c*) in enclosures;

only on occasions when Her Majesty the Queen is actually present. It may, however, if available, be flown at parades on shore in honour of the sovereign's birthday, even though Her Majesty is not present.

(2) (*a*) Whenever the sovereign embarks in any ship or vessel, the following flags shall be hoisted:

(i) The Royal Standard at the main;

(ii) The flag of the Lord High Admiral at the fore; and

(iii) The Union flag at the mizzen.

(b) If on board a ship or vessel with less than three masts, the three flags shall be hoisted in the most conspicuous parts of the ship. Should, however, the sovereign go on board a ship or vessel for a short visit the Royal Standard only shall be hoisted at the main.

(3) The Royal Standard and the flags mentioned in (2) of this article displace an admiral's flag, commodore's broad pendant or captain's pendant already displayed in the ship.

(*See articles 62.62—"Dressing Ship", 63.01—"Royal Salutes" and 63.11—"The Sovereign".*)

(C) (1 May 57)

62.02—STANDARDS OF MEMBERS OF THE ROYAL FAMILY

(1) For the purpose of this chapter and chapter 63, the term "Royal Family" shall mean all personages being subjects of Her Majesty who bear the title "Royal Highness".

62.02—STANDARDS OF MEMBERS OF THE ROYAL FAMILY—(Cont'd)

(2) When His Royal Highness the Duke of Edinburgh goes on board any ship or vessel and Her Majesty the Queen is not present, his standard shall be hoisted at the main and shall be treated with the same respect and saluted in the same manner as the flags denoting the presence of the sovereign.

(3) When Her Majesty Queen Elizabeth, the Queen Mother goes on board any ship or vessel, and Her Majesty the Queen is not present, her standard shall be hoisted at the main and shall be treated with the same respect and saluted in the same manner as the flags denoting the presence of the sovereign.

(4) When other members of the Royal Family go on board any ship or vessel and Her Majesty the Queen, His Royal Highness the Duke of Edinburgh, Her Majesty Queen Elizabeth, the Queen Mother are not on board the appropriate standard shall be hoisted at the main of such ship and shall be saluted as directed in article 63.12 (Salutes to the Royal Family).

(5) On the occasion of informal visits to ships or naval establishments by His Royal Highness the Duke of Edinburgh, Her Majesty Queen Elizabeth the Queen Mother or any other Member of the Royal Family, the personal standard shall not be hoisted nor shall gun salutes be fired. A royal guard and band shall be paraded as prescribed in article 63.46 (The Queen and Royal Family) and 63.49 (The Chief of the Naval Staff, Admirals of the Fleet, Admirals, Senior Officers in Chief Command and Commanders in Chief), unless otherwise ordered.

(6) The standards of:

(*a*) His Royal Highness the Duke of Edinburgh; or

(*b*) Her Majesty Queen Elizabeth, the Queen Mother; or

(*c*) other Members of the Royal Family;

do not displace an admiral's flag, commodore's broad pendant, or captain's pendant already displayed in the ship, the flag or broad pendant being hoisted at another mast or shifted to another ship if necessary.

(C) (1 May 57)

(62.03 TO 62.10 INCLUSIVE: NOT ALLOCATED)

Section 2—Flags of the Governor General and the Lieutenant-Governors of the Canadian Provinces.

62.11—THE FLAG OF THE GOVERNOR GENERAL

(1) The Governor General's flag which displays the Royal Crest consisting of the Imperial Crown surmounted by a lion, on a blue field, together with the word "CANADA" in black on a yellow scroll:

(*a*) is flown

(i) in any residence occupied by him both by day and by night; and

(ii) in ships, vessels and naval establishments when he is actually present; and

(*b*) is hauled down at the moment of departure.

62.11—THE FLAG OF THE GOVERNOR GENERAL—(Cont'd)

(2) (*a*) Whenever His Excellency the Governor General embarks in any ship or vessel within the limits of Canadian jurisdiction

(i) the Governor General's flag shall be hoisted at the main, and

(ii) the Naval Board flag shall be hoisted at the fore.

(*b*) Should, however, the Governor General go on board for a short visit the Governor General's flag only shall be hoisted at the main.

(3) The Governor General's flag shall be treated with the respect and saluted in the manner prescribed in article 63.16 (The Governor General).

(4) The Governor General's flag displaces an admiral's flag, commodore's broad pendant, or captain's pendant already displayed by the ship.

(C) (1 May 57)

62.12—THE FLAG OF A LIEUTENANT-GOVERNOR

(1) The flag of a Lieutenant-Governor of a Canadian Province, being the official flag of the Lieutenant-Governor within the limits of the Province concerned, shall be hoisted on board ships or establishments only when the Lieutenant-Governor is paying an official visit, or, if the Lieutenant-Governor is embarked on public service, it may be flown within the limits of his government.

(2) A Lieutenant-Governor's flag shall be hoisted at the fore and saluted in the manner prescribed in article 63.17 (A Lieutenant-Governor). It does not displace an admiral's flag, commodore's broad pendant, or captain's pendant already displayed in the ship.

(C) (1 May 57)

(62.13 TO 62.17 INCLUSIVE: NOT ALLOCATED)

Section 3—Distinguishing Flags and Pennants

62.18—NAVAL BOARD

(1) The flag of the Naval Board of Canada, which displays the Admiralty anchor in gold placed horizontally in the centre of a flag of red and blue, bisected diagonally, the blue portion being nearest the staff and the red portion uppermost:

(*a*) may be flown both day and night at Naval Headquarters provided at least one member of the Board is present; and

(*b*) shall be worn both day and night in ships or naval establishments when

(i) two or more members of the Board are present in their official capacities, or

(ii) His Excellency the Governor General of Canada is embarked (*See article 62.11—"The Flag of the Governor General"*); and

(*c*) shall be worn at the main masthead or equivalent position at all launches of ships at which there is a naming ceremony.

62.18—NAVAL BOARD—(Cont'd)

(2) The flag is half-masted only on the death of the sovereign, from the announcement of the death until sunset of the day of the funeral, except on Proclamation Day, when it is hoisted close up from colours to sunset.

(3) When two or more members of the Naval Board are embarked in a ship as prescribed in (1) (*b*) (i) of this article the Naval Board flag shall be worn at the main and saluted in accordance with article 63.59 (Ceremonial for Two Ships Passing Between Sunrise and Sunset).

(4) When the Naval Board flag is hoisted on the occasions prescribed in (1) of this article, it shall displace an admiral's flag, commodore's broad pendant, or captain's pendant already displayed in the ship.

(*See article 62.24—"Flags of Naval Authorities on Motor Cars".*)

(C) (1 May 57)

62.19—FLAG OFFICERS AND COMMODORES

(1) The Union flag shall be worn at the main by an admiral of the fleet as his proper flag.

(2) All other flag officers in command in pursuance of orders from the Minister shall hoist the appropriate flags of their rank:

(*a*) the flag of an admiral or Senior Officer in Chief Command being worn at the main; and

(*b*) the flag of a vice-admiral or rear-admiral being worn at the fore.

(3) A commodore appointed in command shall hoist the broad pendant appropriate for his rank at the fore as his distinguishing flag unless he is the Senior Officer in Chief Command when he shall wear his broad pendant at the main.

(4) (*a*) Flag officers and commodores appointed in command may hoist the flag or broad pendant appropriate to their rank in the ship or naval establishment in which they exercise command.

(*b*) Flag Officers or commodores who are members of the Naval Board of Canada shall not hoist the flag or broad pendant appropriate to their rank but shall use only the Naval Board flag under the conditions prescribed in article 62.18 (Naval Board).

(5) (*a*) While retained temporarily in an appointment, a commodore or captain who has been promoted to flag rank shall not hoist his flag.

(*b*) When an officer of the rank of vice-admiral or rear-admiral is, while flying his flag as such, promoted to the rank of admiral or vice-admiral and is re-appointed he shall alter his flag to that of the higher rank (*see article 4.06—"Duties on Promotion"*).

(6) A flag officer or commodore shall not fly his flag or broad pendant in more than one ship at a time.

(7) When a flag officer or commodore appointed in command relinquishes command, his flag or broad pendant shall be hauled down; but during the day on which a flag officer

62.19—FLAG OFFICERS AND COMMODORES—(Cont'd)

or a commodore transfers his command to his successor within Canada, the flags or broad pendants of both officers shall be kept flying in the ship or establishment concerned.

(8) (a) Subject to (9) of this article, the flag or broad pendant of a flag officer or commodore appointed in command either ashore or afloat shall be hauled down when he,

(i) dies (*See article 63.92—"Half-masting Colours and Flags"*), or

(ii) proceeds on sick leave, or

(iii) goes into hospital or sick quarters, or

(iv) proceeds on leave for a period exceeding 48 hours.

(*b*) If the officer upon whom the command develops is a captain, he shall hoist a broad pendant as a commodore.

(9) When a flag officer or a commodore is rendered incapable of directing operations of the ship in battle or in the presence of the enemy, his flag or broad pendant shall be kept flying until the battle is ended or the enemy is no longer in sight.

(C) (1 May 57)

62.20—SENIOR CANADIAN NAVAL OFFICER PRESENT AFLOAT

(1) When two or more H.M.C. ships are present in a port or roadstead, a blue triangular flag with a white St. George's cross thereon shall be hoisted in the senior officer's ship *when not under way*, at the starboard upper yardarm as a distinguishing flag.

(2) This flag shall not:

(*a*) displace the masthead pendant; or

(*b*) be hoisted in a ship of war wearing the

(i) flag of a flag officer, or

(ii) broad pendant of a commodore; or

(*c*) be flown in the presence of any Canadian ships wearing the

(i) flag of a flag officer, or

(ii) broad pendant of a Commodore.

(3) This flag shall be:

(*a*) flown in the presence of senior officers of any other Commonwealth or foreign navy;

(*b*) known as the Senior Canadian Officer Present Afloat Flag (*short title SCOPA*).

(C) (1 May 57)

62.21—CANADIAN BLUE ENSIGN

(1) The Canadian Blue Ensign shall be worn at the jack-staff by ships on the following occasions:

(*a*) at anchor or alongside from colours until sunset;

(*b*) when under way and dressed with masthead flags; and

(*c*) both day and night when under way while wearing, or escorting another ship of war or merchant vessel wearing

62.21—CANADIAN BLUE ENSIGN—(Cont'd)

(i) A Royal Standard, or

(ii) a foreign royal or imperial standard, or

(iii) the flag of a president of a republic, or

(iv) the flag of His Excellency the Governor General; and

(*d*) at all launches of ships at which there is a naming ceremony.

(2) The Canadian Blue Ensign shall not be worn by ships in dock or ships refitting except on the occasion outlined in article 62.62 (Dressing Ship).

(C) (1 May 57)

62.22—MASTHEAD PENDANT

(1) Subject to articles 62.01, 62.11, 62.18 and 62.19, a ship commanded by a naval officer, when not wearing a flag or broad pendant, shall wear at the main or other suitable position aft, where it will fly clear, a pendant having a St. George's Cross on a white field in the part next to the mast, with a white fly.

(2) A naval establishment entitled to fly a white ensign in accordance with article 62.38 and commanded by a naval officer shall fly this pendant from the flag-staff, if fitted.

(3) The Masthead Pendant is also referred to as a captain's pendant or commissioning pendant in relevant articles of these regulations and orders.

(C) (1 May 57)

(62.23: NOT ALLOCATED)

62.24—FLAGS OF NAVAL AUTHORITIES ON MOTOR CARS

(1) When two or more members of the Naval Board of Canada acting in their official capacity are proceeding in a motor car, a small flag of the Naval Board shall be flown from the radiator or fender of the car for identification purposes.

(2) When the Chief of the Naval Staff, or a Flag Officer or Commodore pays an official call or proceeds on official business, a small flag or broad pendant as appropriate to his rank may be flown from the radiator or fender of the car in which he is proceeding.

(3) A small White Ensign in lieu of the flag or broad pendant mentioned in (2) of this article should be flown when outside the territorial limits of Canada and the Commonwealth except that no two cars should fly the White Ensign in the same place at the same time.

(4) Subject to these general rulings, the occasions for flying flags, which should be limited as much as possible, should be defined in local orders by Senior Officers in Chief Command.

(C) (1 May 57)

62.25—COURT MARTIAL FLAG

(1) The Union Flag is to be broken in ships or establishments at the yardarm whenever a court martial is sitting or about to sit.

62.25—COURT MARTIAL FLAG—(Cont'd)

(2) On the day on which a court martial is to sit, the Union flag is to be broken and a gun fired at colours or at the time the message is received if the court is ordered to sit immediately and is hauled down when the court adjourns for the day or is completed.

(3) Should the court sit for more than one day, the Union Flag is to be broken and a gun fired each day at colours or when the court resumes its sitting whichever is the earlier.

(C) (1 May 57)

(62.26 TO 62.36 INCLUSIVE: NOT ALLOCATED)

Section 4—The Queen's Colour and White Ensign

62.37—THE QUEEN'S COLOUR

(1) The Queen's Colour consists of a White Ensign of silk with a crown and Royal Cypher superimposed, with blue and gold cord and tassels.

(2) The Queen's Colour is carried on an ash staff surmounted by a gilt badge consisting of an admiralty pattern anchor on a three faced shield with crown superimposed.

(3) The Queen's Colour shall be paraded, if available, on shore in Canada or the Commonwealth, only on the following occasions:

(*a*) by a guard of honour mounted for
- (i) Her Majesty the Queen, or
- (ii) His Royal Highness the Duke of Edinburgh, or
- (iii) Her Majesty Queen Elizabeth, the Queen Mother, or
- (iv) any other member of the Royal Family;

(*b*) by a guard of honour mounted for
- (i) a reigning foreign sovereign, or
- (ii) the president of a republic;

(*c*) at parades in celebration of the birthday of Her Majesty; and

(*d*) on important ceremonial occasions (as directed from Naval Headquarters) when His Excellency the Governor General of Canada is present.

(4) The Queen's Colour shall not be paraded on board ship or in a country outside the Commonwealth.

(5) (*a*) The Queen's Colour shall only be lowered to
- (i) Her Majesty the Queen,
- (ii) His Royal Highness the Duke of Edinburgh,
- (iii) Her Majesty Queen Elizabeth, the Queen Mother,
- (iv) other members of the Royal Family,
- (v) reigning foreign sovereigns,
- (vi) presidents of republican states,
- (vii) members of reigning foreign, imperial and royal families,

62.37—THE QUEEN'S COLOUR—(Cont'd)

(viii) Governors General,
(ix) Governors,
(x) High Commissioners,
(xi) Captains-General or special Royal Commissioners acting on behalf of the sovereign within their jurisdiction.

(*b*) The Queen's Colour when carried uncased shall be received at all times with the highest respect, with
(i) arms presented,
(ii) officers saluting, and
(iii) the band playing the National Anthem.

(*c*) The Queen's Colour shall be kept cased at all times when not being carried or in actual use.

(*d*) All officers and men shall stand at attention and salute when the Queen's Colour passes.

(6) Detailed instructions regarding the honours paid to, and the ceremonial observed in connection with the Queen's Colour are prescribed in The R.N. Handbook of Parade and Rifle Drill (BR. 1834).

(C) (1 May 57)

62.38—WHITE ENSIGN—GENERAL

(1) All ships in commission shall wear the White Ensign. In addition to the White Ensign, the Canadian Blue Ensign shall be worn at the jackstaff on the occasions prescribed in article 62.21 (Canadian Blue Ensign).

(2) The White Ensign shall be flown on shore only:
(*a*) at Naval Headquarters;
(*b*) by fleet establishments and naval divisions; and
(*c*) by units prescribed in (3) of this article.

(3) (*a*) Outlying stations and establishments or units on detached service, which, although not independently commissioned, are organized components of the navy, may fly the White Ensign with prior approval from Naval Headquarters.

(*b*) Instructions regarding the flying of the White Ensign at joint service establishments are prescribed in Naval General Orders.

(*c*) Establishments which are not normally entitled to fly the White Ensign (e.g. civil or armament depots) shall fly the Canadian Red Ensign at the masthead. Should occasion arise when a White Ensign is used as well as the Canadian Red Ensign in these establishments (e.g. when Her Majesty's Canadian Ships are dressed) the White Ensign should be flown from a gaff or yard or another mast. While no special ceremony is required at civil establishments, officers in charge should ensure that the Red Ensign and the White Ensign are treated with due respect. They should be hoisted at the time prescribed for hoisting colours in HMC Ships and hauled down at sunset or at such fixed hour as may be appropriate to local conditions.

62.38—THE WHITE ENSIGN—GENERAL—(Cont'd)

(4) The White Ensign is the appropriate flag to be hoisted by foreign ships of war when:

(*a*) salutes are interchanged with Canadian ships of war, forts or batteries; and

(*b*) salutes to flag officers and personal salutes are fired.

(5) At launches of ships at which there is a naming ceremony the White Ensign shall be worn.

(6) Except on the day a ship is launched or commissioned, she shall not wear the White Ensign under any circumstances prior to her official acceptance by the navy whether she is in commission or not. Until her acceptance, a ship of war when under way at anytime during her trials shall wear the Canadian Red Ensign only.

(C) (1 May 57)

62.39—WHITE ENSIGN—ASHORE

(1) The White Ensign may be carried with naval landing parties at the discretion of the Senior Officer present on important ceremonial occasions or at international naval displays on shore:

(*a*) in Canada and other countries of the Commonwealth on occasions when the parading of the Queen's Colour is not authorized under article 62.37; and

(*b*) in a country outside the Commonwealth recognized by the Canadian Government when

(i) the chief of state of that country or his representative is present, or

(ii) the omission of the White Ensign might cause misunderstanding or offence.

(2) At the discretion of the Senior Officer present, the White Ensign may be hoisted at a flagstaff ashore in Canada and other countries of the Commonwealth recognized by the Canadian Government on occasions such as "a Sunset Ceremony" or at the saluting base in a march past or review. The White or Canadian Blue Ensign may be used on cenotaphs or memorials to members of the navy at the discretion of the senior officer present.

(C) (1 May 57)

62.40—WHITE ENSIGN—HOISTING AND HAULING DOWN

(1) Ships shall:

(*a*) when in Canadian ports or roads, hoist their ensigns at colours which shall be

(i) from 25 March to 20 September inclusive, at 0800, and

(ii) from 21 September to 24 March inclusive at 0900;

(*b*) when in ports of other nations conform to local regulations for hoisting colours; and

(*c*) haul down their ensigns at sunset each day.

(2) Ships under way shall wear their ensigns at all times, both day and night.

(3) (*a*) Between sunset and colours, ships lying at anchor or alongside in any port or roadstead shall, if there is sufficient light, hoist their ensigns on seeing another

62.40—THE WHITE ENSIGN—HOISTING AND HAULING DOWN—(Cont'd)

ship of war, irrespective of nationality, under way, and shall keep their ensigns hoisted until the movement has ceased or the other ship is no longer in sight. At ten minutes before colours, ensigns flying in accordance with this paragraph shall be hauled down in ships not under way. Such ships shall hoist ensigns at five minutes after sunset if a ship is then under way as above.

(*b*) If this procedure is likely to interfere with the ceremony of colours, the ensign shall be hauled down on the preparative pendant's being hoisted.

(4) When bands are present at the hoisting of colours, they shall:

(*a*) in a Canadian port, play the National Anthem followed by "O Canada";

(*b*) in the port of another country, play the National Anthem and "O Canada" immediately followed by the National Anthem of the country in which the port is situated; and

(*c*) if foreign warships are present, and after the ceremonial prescribed in (*a*) and (*b*) has taken place, play the foreign National Anthems of the warships in company in order of seniority of any flag officers present and the remainder in an order varied from day to day.

(5) When bands are not paraded:

(*a*) the General Salute and "Carry On" shall be sounded on the bugle; or

(*b*) the "Still" and "Carry On" shall be piped.

(6) Naval establishments shall comply with (1)(*a*) and (*c*) and (4)(*a*) of this article.

(C) (1 May 57)

62.41—WEARING THE WHITE ENSIGN

(1) The White Ensign shall be worn:

(*a*) in harbour at the ensign staff; and

(*b*) at sea, in the following order,

(i) weather permitting at the ensign staff,

(ii) in ships with one mast, on a staff in a suitable position on the after superstructure, or

(iii) in ships with two masts, as prescribed in (i) or at a small gaff fitted on the mainmast.

(2) The Flag Officer or Senior Officer present shall ensure that the necessary orders are issued to ensure uniformity in the wearing of colours particularly among ships of the same class.

(3) In action, the Captain shall ensure that two or more ensigns are always displayed in a conspicuous position without interfering with communications.

(4) During refit or in bad weather, an ensign of no greater breadth than necessary shall be worn.

(5) The White Ensign shall also be worn in accordance with article 62.38 (4), (5) and (6).

(C) (1 May 57)

62.42—COMMONWEALTH VESSELS OF WAR

Ships and vessels belonging to Commonwealth Countries wear the following:

(*a*) Royal Australian Navy: White Ensign at the stern, white pendant (as in article 62.22) at the masthead, Australian Blue Ensign at the jackstaff.

(*b*) Royal New Zealand Navy: White Ensign at the stern, white pendant (as in article 62.22) at the masthead, New Zealand Blue Ensign at the jackstaff.

(*c*) South African Navy: South African Naval Ensign at the ensign staff, South African Naval pendant at the masthead, the Union National Flag at the jackstaff.

(*d*) Indian Navy: Indian Naval Ensign at the stern, white pendant (as in article 62.22) at the masthead, Indian National Flag at the jackstaff.

(*e*) Pakistan Navy: Pakistan Naval Ensign at the stern, Pakistan Naval Pendant at the masthead, Pakistan Naval Jack at the jackstaff.

(*f*) Royal Ceylon Navy: White Ensign at the stern, white pendant (as in article 62.22) at the masthead, Ceylon National Flag at the jackstaff.

(*g*) Royal Malayan Navy: White Ensign at the stern, blue pendant (as in article 62.22 but with a blue fly) at the masthead, a square Blue Ensign defaced with the badge of the Colony of Singapore at the jackstaff.

(*h*) Royal East African Navy: White Ensign at the stern, Blue pendant (as in article 62.22 but with a blue fly) at the masthead, a square Blue Ensign defaced with the badge of the Royal East African Navy in the fly at the jackstaff.

(*i*) Hong Kong Royal Naval Volunteer Reserve, Malayan Royal Naval Volunteer Reserve, Mauritius Naval Volunteer Reserve: White Ensign at the stern, blue pendant (as in article 62.22 but with a blue fly) at the masthead, Blue Ensign defaced with the badge of the Colony in the fly at the jackstaff.

(C) (1 May 57)

(62.43 TO 62.45 INCLUSIVE: NOT ALLOCATED)

Section 5—Government Vessels

62.46—NAVAL AUXILIARIES AND RCAF VESSELS

(1) (*a*) Chartered vessels, unarmed auxiliaries and vessels in the service of the navy which are not ships of war shall wear the Canadian Blue Ensign at the stern, and, under the conditions prescribed in article 62.21, the Canadian Blue Ensign at the jackstaff.

(*b*) Ships in these categories shall wear a blue pendant at the main (or only) masthead in a similar manner to ships of war in commission (*see article 62.22*).

(*c*) The Canadian Blue Ensign shall be worn, hoisted and lowered in a similar manner to that prescribed for the White Ensign in Section 4 of this chapter.

(2) Ships and vessels in the service of the Royal Canadian Air Force wear the RCAF ensign only.

(C) (1 May 57)

62.47—GOVERNMENT VESSELS

Vessels in the service of a department of the Federal or a Provincial Government of Canada, other than Her Majesty's Canadian Ships, wear the Canadian Blue Ensign at the stern and a small Canadian Blue Ensign as a jack under the conditions prescribed in article 62.86 (Canadian Blue Ensign—Wearing by Federal and Provincial Government Vessels).

(C) (1 May 57)

(62.48 TO 62.51 INCLUSIVE: NOT ALLOCATED)

Section 6—Flags Hoisted for Salutes or Indicating other Authorities on Board

62.52—SALUTES TO CANADIAN AND COMMONWEALTH AUTHORITIES

(1) The flags prescribed in the table to this article are appropriate for use in saluting or denoting the presence afloat of Canadian or Commonwealth authorities other than royalty or naval authorities, and shall be hoisted at the fore in the ship concerned.

(2) (*a*) If the proper distinguishing flag is not on board a ship firing a salute to one of the authorities prescribed in (1) of this article,
- (i) the Canadian Blue Ensign shall be hoisted for Consular Officers, and
- (ii) the Canadian Red Ensign shall be hoisted for all other authorities.

(*b*) A White Ensign may be used if the Ensigns in (a) are not available. These flags should be broken at the first gun of the salute and kept flying until its completion.

(3) (*a*) The distinguishing flag of a consular authority shall only be hoisted
- (i) on board ships of war at the actual time of the salute's being fired, or
- (ii) in a boat when conveying him to or from a ship within the limits of his consulate.

(*b*) Authorities other than those of the consular service, when embarked in a ship of war for passage, and proceeding on public service within the limits of the government, mission or command concerned may, subject to the approval of the Senior Officer present, fly the flag appropriate to their position.

(4) The flags prescribed in the table to this article do not displace an admiral's flag or commodore's broad pendant if flying, but may be hoisted subject to approval of the Senior Officer present:
- (*a*) at another mast; and
- (*b*) in a ship with only one mast, alongside the admiral's flag or commodore's broad pendant.

(5) (*a*) Subject to approval from the Senior Officer present and the sanction of the owners, the distinguishing flags prescribed in the table to this article with the exception of consular flags may be hoisted in merchant vessels when the authorities concerned are embarked in them within the limits of their government or command if they consider it would benefit the service or mission on which they are proceeding.

62.52—SALUTES TO CANADIAN AND COMMONWEALTH AUTHORITIES—(Cont'd)

(*b*) If the Senior Officer present considers this procedure undesirable, he shall inform the official concerned of his reasons and immediately report the matter to Naval Headquarters.

(6) (*a*) When a Canadian diplomatic or military authority is despatched on a mission outside Canada in an official capacity, special instructions shall be issued from Naval Headquarters as to the flag which shall be hoisted in any ship in which he may be embarked.

(*b*) In the absence of instructions from Naval Headquarters, the Senior Officer present shall exercise his discretion as to the flag to be hoisted following consultation with the official embarked.

(7) When the general or air officer commanding army or air forces is embarked in a ship of war or a transport during combined operations with either or both the army and air force, the distinguishing flag or flags authorized in the table to this article may be hoisted at the fore of the ship of war or transport to denote the presence of the officer or officers concerned.

(C) (1 May 57)

TABLE TO ARTICLE 62.52

Authority	Description of Flag	Limits in Which Flown
1. Ambassador, High Commissioner, or Minister Plenipotentiary	Red Ensign appropriate to country	
2. Canadian Consul General or Consular Agent	Canadian Red Ensign	Only when saluting in port of consulate
3. Consul General, Consul or Consular Agent other than Canadian	Blue Ensign appropriate to country	Only when saluting in port of consulate
4. General Officer Commanding	Union flag with the Royal Cypher in centre in a blue background encircled by a garland surmounted by a crown	Limits of Command
5. Air Officer Commanding	RCAF Ensign	Limits of Command

NOTE:—(i) *The Pakistan National Flag or the Ceylon National Flag respectively should be used for diplomatic, consular or other authorities of those countries.*

(C) (1 May 57)

62.53—FLAGS HOISTED DURING SALUTES TO AUTHORITIES OF OTHER THAN COMMONWEALTH NATIONS

(1) The Captain shall observe the rules prescribed in the table to this article when:

(*a*) salutes are interchanged with ships of war or forts and batteries of other than Commonwealth nations; and

(*b*) salutes to flag officers and personal salutes are fired in honour of persons of other than Commonwealth nations.

(2) When there is no recognized ensign, the national flag of the other nation shall be used or failing this, the White Ensign.

(C) (1 May 57)

TABLE TO ARTICLE 62.53

Occasion	Procedure
1. For a reigning royal or imperial personage, president of a republic or chief of state	The ensign of that nation shall be hoisted at the main if necessary alongside any standard, flag or broad pendant which may already be hoisted in that position.
2. On arrival at a port of another nation (*see note*)	The ensign of the nation which is being saluted shall be hoisted at the main during the salute, if necessary alongside any standard, flag or broad pendant which may already be hoisted in that position.
3. When meeting a flag officer or when returning the salute of any flag officer or ship of war of another nation	The ensign of the nation shall be hoisted at the fore during the salute or return salute, if necessary alongside any flag or broad pendant which may already be in that position.
4. Visits from: (*a*) governors general, governors or officials administering a government; or (*b*) diplomatic, military or consular authorities; or (*c*) persons of high distinction entitled to salutes of another nation	The ensign of the nation to which the person saluted belongs shall be hoisted at the fore during the personal salute, if necessary alongside any flag or broad pendant which may already be hoisted in that position.

NOTE:—*CONDOMINIUM TERRITORIES—The flags of both governments exercising sovereignty should in all cases be flown during the firing of salutes by H.M.C. Ships in the waters adjacent to Condominium Territories.*

(C) (1 May 57)

(62.54 TO 62.60 INCLUSIVE: NOT ALLOCATED)

Section 7 – Dressing Ship

62.61—DRESSING SHIP—OCCASIONS

(1) Ships in port shall, unless otherwise directed, dress overall on the anniversaries of the:

(*a*) actual birthday of the reigning sovereign (21 April);

(*b*) official birthday of the reigning sovereign (as proclaimed);

(*c*) accession of the reigning sovereign (6 February);

(*d*) coronation of the reigning sovereign (2 June);

(*e*) birthday of the consort of the reigning sovereign (10 June);

(*f*) the birthday of Her Majesty Queen Elizabeth, the Queen Mother (4 August);

(*g*) Dominion Day (1 July); and

(*h*) Victoria Day (the Monday preceding 24 May).

(2) On the anniversary of the actual birthday of Her Majesty the Queen ships in Commonwealth ports other than Canadian where official celebrations are:

(*a*) held on this date and not on the official date, shall dress overall; and

(*b*) not held ashore, shall dress with masthead ensigns while the Royal Salute prescribed in article 63.15 (Dates for Salutes) is being fired.

(3) On the proclaimed official birthday of Her Majesty the Queen, ships:

(*a*) in Canadian ports shall dress overall;

(*b*) in Commonwealth ports other than Canadian or those mentioned in (4) of this article shall dress overall; and

(*c*) in ports of nations outside the Commonwealth where an official celebration is
- (i) held on shore, shall dress overall,
- (ii) not held on shore, shall neither dress overall nor dress with masthead ensigns.

(4) In Commonwealth territories and protectorates where the official celebration of the birthday of Her Majesty the Queen is held on a date other than that proclaimed, ships shall dress overall on the date adopted for the celebration.

(5) Notwithstanding the above, the Senior Officer present may order ships to dress overall on the occasion of important local military or civil functions when it is considered to be in the best interests of the service to do so.

(C) (1 May 57)

62.62—DRESSING SHIP

(1) When an anniversary for dressing ship falls on a Sunday, ships shall be dressed on that day. When the salute is deferred to the following day ships shall be dressed with masthead ensigns only while the salute is being fired (*see article 63.05—"Occasions When Salutes May Be Fired"*).

(2) (*a*) Ships under way
- (i) escorting royalty, or
- (ii) on an anniversary for dressing ship, or
- (iii) when ordered on a special occasion,

62.62—DRESSING SHIP—(Cont'd)

shall in the vicinity of an anchorage, dress with appropriate masthead ensigns only and with the Blue Ensign at the jackstaff, and shall dress overall on anchoring or securing alongside.

(*b*) Ships shall dress with masthead ensigns only on occasions when the Senior Officer present considers it is inexpedient to dress overall due to weather or other reasons. The ship having the radio guard shall dress with masthead ensigns only.

(3) (*a*) Ships shall be dressed in harbour by order of the Senior Officer present

(i) when in the presence of a royal or imperial standard, president of a republic's flag or the Governor General's flag on occasions of visits from the personages concerned, and

(ii) when in the presence of ships of war of another nation or in waters of another nation on ceremonial occasions of the nations concerned.

(*b*) The Senior Officer present shall ensure that all ships present understand the method and time of dressing for the occasion, this information being passed to them as soon as it is available.

(4) On occasions when ships are dressed in honour of a personage or ceremonial anniversary, ships wearing an admiral's flag or commodore's broad pendant shall wear the White Ensign only at mastheads not occupied by a flag or broad pendant. Other ships shall wear the White Ensign at both masts.

(5) On occasions when ships are dressed in honour of a personage or on a ceremonial occasion of another nation:

(*a*) (i) single-masted ships wearing a royal standard, flag or broad pendant shall wear the ensign of the other nation alongside the standard, flag or broad pendant, and

(ii) other single-masted ships shall wear the ensign of the other nation alone;

(*b*) (i) ships with more than one mast wearing a royal standard, or the Governor General's flag shall wear the ensign of the other nation at the fore,

(ii) ships with more than one mast wearing a flag or broad pendant shall wear the ensign of the other nation at the main and the flag or pendant at the fore, and

(iii) other ships with more than one mast shall wear the ensign of the other nation at the main and the White Ensign at the other masts; and

(*c*) ships which do not possess the appropriate ensign shall wear the White Ensign and carry out the procedure prescribed in (4) of this article.

(6) On all occasions when ships are dressed, ships in dock or in refit should dress with masthead ensigns with the Canadian Blue Ensign at the jackstaff unless otherwise ordered by the Senior Officer present. Ships proceeding to sea less than one hour after colours and entering or returning to harbour after 1600 shall dress with masthead flags only.

(7) The following Commonwealth Navies differ from the routine prescribed in this article in the manner of dressing:

62.62—DRESSING SHIP—(Cont'd)

(*a*) Australia: The Blue Ensign of Australia is worn at the foremast in two-masted ships (except flagships) instead of the White Ensign.

(*b*) New Zealand: The Blue Ensign of New Zealand is worn at the main instead of the White Ensign unless, as in single-masted ships, the mast is occupied by an admiral's flag or commodore's broad pendant.

(*c*) South Africa: Ships and vessels of the South African Navy act as in this article except that the South African Naval Ensign is used instead of the White Ensign.

(C) (1 May 57)

62.63—NATIONAL ANNIVERSARIES OF THE UNITED STATES OF AMERICA

(1) Except when otherwise directed, ships in United States ports shall dress overall from colours until sunset on the anniversaries of:

(*a*) George Washington's birthday (22 February); and

(*b*) Independence Day (4 July).

(2) When in the opinion of the Senior Officer present the weather is sufficiently bad to make dressing overall inadvisable, ships may dress with masthead ensigns.

(3) On Memorial Day (30 May) colours shall be half-masted from 0800 until salute is completed or until 1220 if no salute is fired (*see article 63.23*).

(4) When the national Anniversaries described in this article occur on a Sunday, all special ceremonies shall be postponed until the following day.

(C) (1 May 57)

(62.64 TO 62.68 INCLUSIVE: NOT ALLOCATED)

Section 8—Ensigns in Boats

62.69—WEARING THE WHITE ENSIGN IN BOATS

(1) Boats belonging to ships shall wear the White Ensign:

(*a*) in Canadian or Commonwealth waters

(i) from colours to sunset when ships are dressed either overall or with masthead ensigns,

(ii) on all occasions, both day and night, when going alongside a ship of war of a nation outside the Commonwealth;

(*b*) in other than Commonwealth waters

(i) between dawn and dusk when away from their ships, and

(ii) on all occasions both day and night, when going alongside a ship of war of a nation outside the Commonwealth; and

(*c*) when wearing in the bows the special flag of an authority prescribed in the table to article 62.52 (Salutes to Canadian and Commonwealth Authorities).

62.69—WEARING THE WHITE ENSIGN IN BOATS—(Cont'd)

(2) The White Ensign shall be worn at half mast on all occasions and in any waters when:

(*a*) a body is being conveyed in a boat; and

(*b*) when ship's colours are at half mast.

(3) Ensigns shall not be worn by boats under sail.

(C) (1 May 57)

62.70—FLAGS OF NAVAL AUTHORITIES IN BOATS

(1) When two or more members of the Naval Board of Canada acting in their official capacity are embarked in a boat, the flag of the Naval Board may be displayed in the bow.

(2) When the Minister or a member of the Naval Board is embarked in a boat, the Naval Board flag plate (similar in design and colour to the Naval Board flag), which is to measure 12 by 6 inches, may be displayed in the bow, (*see table to article 63.60—"Marks of Respect to be Paid by Ships being Passed by Boats or Tenders with Important Personages on Board"*).

(3) The Chief of the Naval Staff, when embarked in a boat and not accompanied by another member of the Naval Board may display the flag appropriate to his rank.

(4) A flag officer or commodore entitled to hoist his flag or broad pendant in a ship or fleet establishment, or an officer holding an appointment in command of a ship or seagoing tender, may, when proceeding on duty in a boat, fly in the bow the flag, broad pendant or masthead pendant appropriate to his rank.

(5) The Officer of the Guard when proceeding on duty in a boat, shall fly in the bow a masthead pendant both day and night.

(6) Members of a court-martial when proceeding to or from the court shall fly a masthead pendant in the bow of their boat.

(7) The Union Flag shall never be displayed in a ship's boat except to denote the presence of an admiral of the fleet.

(8) A Queen's Harbour Master, or any officer acting directly under his authority, shall, when afloat and in the execution of the duties pertaining to his office as such, fly in the bows of the boat or vessel a Union Flag with a white border, and, in the centre of the flag the letters "Q.H.M." surmounted by a crown.

(9) With the exception of (5) above, the distinguishing flags and plate mentioned in this article are only displayed between dawn and dusk.

(C) (1 May 57)

62.71—FLAG DISCS TO BE DISPLAYED

(1) The following discs which are to measure approximately 10 inches in diameter are established for use in boats by Senior Officers when full ceremonial prescribed in Chapter 63 section 5 is not required:

62.71—FLAG DISCS TO BE DISPLAYED—(Cont'd)

(*a*) a red disc with a white St. George's cross thereon;

(*b*) a blue disc with a white St. George's cross thereon; and

(*c*) a white disc with five black crosses thereon.

(2) (*a*) The red disc shall be displayed on formal occasions when the Minister, a member of the Naval Board, flag officers and Commodores who are entitled to fly a flag or broad pendant are proceeding on duty but when the full ceremonial laid down in chapter 63, section 5 is not required.

(*b*) The blue disc shall be displayed on formal occasions when non-executive officers of rear-admiral's rank and above and commodores not entitled to fly a flag or broad pendant are proceeding on duty.

(*c*) The white disc may be used on informal occasions by the officers referred to in this article. When this disc is displayed, courtesy salutes only will be accorded.

(*See article 63.60—"Distinguished Personages or Senior Officers Passing in a Boat".*)

(C) (1 May 57)

(62.72 TO 62.77 INCLUSIVE: NOT ALLOCATED)

Section 9—National Colours

62.78—MERCHANT VESSELS

(1) In accordance with the provisions of section eighty-nine of the *Canada Shipping Act 1952* Canadian merchant vessels other than those authorized by warrant to wear the Blue Ensign, wear the Red Ensign with the shield of the Coat-of-Arms of Canada in the fly.

(2) The Canadian Blue Ensign is the Blue Ensign with the shield of the Coat-of-Arms of Canada in the fly.

(3) Pursuant to the *Canada Shipping Act,* subsection 1 of section 89, authority is vested in the Minister of National Defence by Order in Council PC 690 dated 31 March, 1937, to issue warrants authorizing the wearing of the Canadian Blue Ensign.

(C) (1 May 57)

62.79—WEARING OF NATIONAL COLOURS

The wearing of National Colours by Canadian merchant vessels is governed by section 89 of the *Canada Shipping Act 1952,* which reads as follows:

"(1) The Red Ensign usually worn by merchant ships, with the shield of the Coat-of-Arms of Canada in the fly, is hereby declared to be the proper National Colours for all ships registered in Canada and by all ships and boats which would be registered in Canada if they were required to be registered at all, belonging to any British subject resident in Canada, except in the case of any ship or boat for the time being allowed to wear any other National Colours in pursuance of a warrant from Her Majesty or under regulations which may be made by the Governor in Council.

62.79—WEARING OF NATIONAL COLOURS—(Cont'd)

(2) If any distinctive National Colours, except such Red Ensign or except the Union Jack with a white border, or if any colours usually worn by Her Majesty's ships or resembling those of Her Majesty, or if the pendant usually carried by Her Majesty's ships or any pendant resembling that pendant, are or is hoisted on board any ship or boat registered in Canada or belonging to any British subject resident in Canada without warrant from Her Majesty or under the aforesaid Regulations, the master of the ship or boat, or the owner thereof, if on board the same, and every other person hoisting the colours or pendant, shall for each offence be liable to a fine not exceeding twenty-five hundred dollars.

(3) Any Commissioned Officer on full pay in the Military, Naval or Air Service of Canada or in the Military, Naval or Air service of Her Majesty, or any officer of Customs in Her Majesty's Dominions or any British Consular Officer, may board any ship or boat registered in Canada or owned by any resident of Canada on which any colours or pendant are hoisted contrary to this Act, and seize and take away the colours or pendant, and the colours or pendant shall be forefeited to Her Majesty.

(4) A fine under this section may be recovered with costs in the Exchequer Court of Canada on its Admiralty side.

(5) Any offence mentioned in this section may also be prosecuted, and the fine for it recovered, summarily, provided that

(*a*) where any such offence is prosecuted summarily, the Court imposing the fine shall not impose a higher fine than five hundred dollars; and

(*b*) nothing in this section shall authorize the imposition of more than one fine in respect of the same offence.".

(C) (1 May 57)

62.80—HOISTING OF NATIONAL COLOURS

The hoisting of proper National Colours by Canadian merchant vessels is governed by section ninety of the *Canadian Shipping Act, 1952*, which reads as follows:

"(1) A ship registered in Canada or belonging to a British subject resident in Canada shall hoist the proper National Colours

(*a*) on a signal being made to her by one of Her Majesty's ships or any ship in the service of and belonging to the Government of Canada;

(*b*) on entering or leaving any foreign port; and

(*c*) if of fifty tons gross tonnage or upwards, on entering or leaving any British port.

(2) If default is made on board any such ship in complying with this section the master of the ship shall, for each offence, be liable to a fine not exceeding five hundred dollars.".

(C) (1 May 57)

62.81—PROCEDURE WHEN IMPROPER COLOURS ARE WORN BY A MERCHANT VESSEL

(1) (*a*) In the case of a vessel of Canadian registry hoisting improper colours, the Captain shall first send a communication in writing to the Master of the vessel, drawing his attention to section 89 of *The Canada Shipping Act, 1952*.

62.81—PROCEDURE WHEN IMPROPER COLOURS ARE WORN BY A MERCHANT VESSEL—(Cont'd)

(*b*) The Captain shall then allow a reasonable time to elapse after the delivery of the communication before proceeding to exercise the powers conferred upon him under this Act.

(2) (*a*) In Canadian ports the Captain shall, if he considers it desirable, apply to superior authority for instructions.

(*b*) In a port of another nation he shall communicate with the consul or other Canadian or Commonwealth authority in order to avoid giving offence to the local authorities.

(C) (1 May 57)

62.82—REFUSAL TO HOIST COLOURS

If a vessel belonging to any of Her Majesty's subjects, including Commonwealth merchant vessels, refuses to show her National Colours:

(*a*) the name of the vessel, her master and the owners are to be ascertained; and

(*b*) one or more affidavits of the fact are to be taken at the first opportunity before a consul or other competent authority;

for transmission to Naval Headquarters with a full report of the occurrence.

(C) (1 May 57)

(62.83: NOT ALLOCATED)

62.84—CANADIAN BLUE ENSIGN—WEARING BY MERCHANT VESSELS REGISTERED IN CANADA

(1) Merchant vessels of 500 tons or over registered in Canada may be allowed to wear the Canadian Blue Ensign when:

(*a*) the Master of the vessel is an officer
- (i) on the Retired List of the Royal Canadian Navy, or
- (ii) of the Royal Canadian Navy (Reserve);

(*b*) the crew includes, in addition to the Master, the number specified from time to time by the Minister of National Defence, of
- (i) Officers and men of the Royal Canadian Navy (Reserve), or
- (ii) pensioners of the Royal Canadian Navy, or
- (iii) time expired RCN (R) men who have completed 20 years in the RCN (R), war service time counting double;

(*c*) the Master has been issued with a warrant authorizing him to wear the Canadian Blue Ensign in his ship by the Minister of National Defence; and

(*d*) the fact that the Master holds the warrant has been noted on the vessel's Articles of Agreement.

(2) Subject to the approval of the Minister of National Defence, officers and men of Commonwealth navies in equivalent components to those prescribed in (1)(*b*) of this article may be counted towards the required quota.

62.84—CANADIAN BLUE ENSIGN—WEARING BY MERCHANT VESSELS REGISTERED IN CANADA—(Cont'd)

(3) Officers and men who are counted toward the required quota shall produce satisfactory evidence that they are eligible under (1)(*b*) or (2) of this article.

(4) (*a*) Applications for permission to wear the Canadian Blue Ensign in a merchant vessel registered in Canada shall be made by the Master of the vessel concerned on form NHQ 1000 to Naval Headquarters.

(*b*) Application forms (NHQ 1000) may be obtained from Naval Headquarters.

(5) (*a*) If the application is approved, the warrant authorizing the wearing of the Canadian Blue Ensign will be forwarded to the Captain of the nearest naval establishment who shall

(i) on completion of the engagement of the crew, and provided the conditions prescribed in paragraph (1) have been complied with, deliver the warrant to the Master of the vessel, and

(ii) obtain the Master's receipt which shall be returned to Naval Headquarters.

(*b*) If the conditions prescribed in paragraph (1) are not complied with, the warrant shall be returned to Naval Headquarters with a report as to the reasons why the warrant has been withheld.

(6) The Captain of the naval establishment, shipping master or other duly qualified officer concerned shall enter the notation "Authorized to wear the Canadian Blue Ensign" under the vessel's name in the Articles of the vessel authorized to do so, adding his signature and rank below.

(7) The Canadian Blue Ensign shall *NOT* be worn:

(*a*) if due to any circumstances the officer to whom the warrant was issued is not in command of the vessel; or

(*b*) the number of persons on board belonging to the forces prescribed in (1) of this article is less than the number specified, unless it can be shown by the endorsements on the Articles or by entries in the Official Log that the reduction in the numbers is caused by

(i) death, or

(ii) sickness, or

(iii) desertion, or

(iv) joining a Commonwealth ship-of-war, or

(v) some unavoidable casualty.

(8) (*a*) Captains of H.M.C. Ships, diplomatic and consular authorities or customs officials representing Canada or another nation of the Commonwealth abroad are empowered to ascertain whether

(i) the Master of a vessel wearing the Canadian Blue Ensign has been granted a warrant by the Minister of National Defence, and

(ii) the conditions prescribed in (1) of this article have been complied with.

(*b*) To ensure that the conditions prescribed in (1) of this article are strictly carried out, the Captain of any ship when meeting a vessel flying the Canadian Blue

62.84—CANADIAN BLUE ENSIGN—WEARING BY MERCHANT VESSELS REGISTERED IN CANADA—(Cont'd)

Ensign may send on board an officer not below the rank of lieutenant at any convenient opportunity for this purpose.

(9) Unless the failure to fulfil conditions is due to death or other circumstances over which he has no control, a Master who fails to fulfil the conditions prescribed in (1) of this article shall no longer be entitled to have his vessel wear the Canadian Blue Ensign.

(10) In cases where it is found that the Master of a vessel wearing the Canadian Blue Ensign:

(*a*) has been issued a warrant by the Minister of National Defence but is not complying with the conditions prescribed in this article the warrant shall be obtained and transmitted to Naval Headquarters with a report of the circumstances; or

(*b*) has not been issued a warrant by the Minister of National Defence
- (i) the Canadian Blue Ensign shall be seized, and
- (ii) the case reported to Naval Headquarters.

(11) An officer who has been issued a warrant to wear the Canadian Blue Ensign in his vessel shall return it to Naval Headquarters for cancellation whenever:

(*a*) the warrant is recalled by the Minister of National Defence;

(*b*) he has ceased to command the vessel named on the warrant; or

(*c*) he ceases to belong to any component of the navy prescribed in (1) of this article.

(12) A list of officers to whom warrants have been issued, and the names of their shipping companies shall be:

(*a*) prepared half-yearly by the Naval Secretary; and

(*b*) published in the Navy List.

(C) (1 May 57)

62.85—CANADIAN BLUE ENSIGN—WEARING BY YACHTS BELONGING TO ROYAL YACHT CLUBS, SQUADRONS, OR THE ROYAL CANADIAN NAVAL SAILING ASSOCIATION IN CANADA

(1) The owner of a yacht belonging to a Royal Yacht Club, Squadron or the Royal Canadian Naval Sailing Association in Canada may be granted a warrant to wear the Canadian Blue Ensign in his yacht by the Minister of National Defence when:

(*a*) the owner is a Canadian citizen or a British subject permanently domiciled in Canada;

(*b*) the net tonnage of the yacht is two tons or more; and

(*c*) the Secretary of the Royal Yacht Club or Squadron concerned certifies that
- (i) the applicant is the owner of the yacht for which the warrant is requested,
- (ii) the owner is a member in good standing of the club or squadron, and
- (iii) the yacht is attached to the club or squadron.

(2) In case of joint ownership, all owners must meet the conditions prescribed in (1) of this article, the application form being amended as requisite and signed by all applicants.

62.85—CANADIAN BLUE ENSIGN—WEARING BY YACHTS BELONGING TO ROYAL YACHT CLUBS, SQUADRONS, OR THE ROYAL CANADIAN NAVAL SAILING ASSOCIATION IN CANADA—(Cont'd)

(3) (*a*) Applications for permission to wear the Canadian Blue Ensign in a yacht attached to a Royal Yacht Club, Squadron, or the Royal Canadian Naval Sailing Association shall be made by the owner on Form NHQ 1001 and shall be forwarded through the secretary concerned to Naval Headquarters.

(*b*) Application forms NHQ 1001 may be obtained from Naval Headquarters.

(4) The warrant authorizing the owner to wear the Canadian Blue Ensign in his yacht shall be returned to Naval Headquarters for cancellation:

(*a*) whenever recalled by the Minister of National Defence; or

(*b*) when the owner ceases to be a member of the Royal Yacht Club, Squadron, or the Royal Canadian Naval Sailing Association concerned; or

(*c*) when the owner ceases to own the yacht; or

(*d*) when the yacht ceases to be attached to the club, squadron, or the Royal Canadian Naval Sailing Association.

(5) The yacht shall not be used for any commercial purpose whatsoever while the owner holds a warrant to wear the Canadian Blue Ensign.

(6) The warrant authorizes the owner to wear the Canadian Blue Ensign only:

(*a*) on board the yacht named therein;

(*b*) in any boat belonging to the yacht which can conveniently be hoisted on board; and

(*c*) while the warrant is actually carried on board the yacht.

(7) If the owner belongs to more than one club, squadron or association entitled to apply for warrants to fly the Canadian Blue Ensign, he shall apply for a separate warrant through each club, squadron or association.

(8) A yacht or vessel which is never used for cruising (e.g., a house-boat) is ineligible for a warrant.

(9) No alteration may be made in the warrant without Naval Headquarters authority. If the name of the yacht is changed or any alteration is made that affects the yacht's register, the warrant shall be returned to Naval Headquarters for correction and re-issue.

(10) When the yacht is sold or the owner ceases to be a member of the club, squadron or association, the warrant shall be sent to the secretary who is responsible for its immediate return to Naval Headquarters.

(11) The Canadian Blue Ensign shall never be hoisted without the Burgee in yachts of the Royal Canadian Naval Sailing Association.

(12) In foreign ports the Canadian Blue Ensign (and Burgee, for yachts of the Royal Canadian Naval Sailing Association) should always be flown. If the owner is on board or living on shore so close to the yacht as to be in effective control of her, the Canadian Blue Ensign (and Burgee, if applicable) shall be used. If the owner is away and not in effective control of the yacht the Canadian Red Ensign shall be flown (and the Burgee, if applicable.)

(C) (1 May 57)

62.86—CANADIAN BLUE ENSIGN—WEARING BY FEDERAL AND PROVINCIAL GOVERNMENT VESSELS

(1) Vessels in the service of a department of the Federal or a Provincial Government of Canada may wear the Canadian Blue Ensign under warrant from the Minister of National Defence.

(2) Applications for warrants are made to the Department of National Defence by the Federal or Provincial Government authority concerned.

(C) (1 May 57)

Section 10—Saluting with Ensigns

62.87—DIPPING ENSIGNS

H.M.C. Ships shall not on any account or under any circumstances dip their ensigns to any vessels whatsoever unless the vessels first dip their ensigns to them.

(C) (1 May 57)

62.88—MERCHANT VESSELS

(1) As there are no regulations whereby a merchant vessel is required to dip her ensign to a man-of-war, this practice must be considered as an act of custom and courtesy rather than a rule.

(2) Flag and Senior Officers shall, however, report to Naval Headquarters all flagrant or repeated cases of disregard of this practice, particularly by Canadian vessels.

(3) Ships shall return all salutes punctiliously and smartly, both as a matter of courtesy and in order to avoid any excuse by merchant vessels for failure to carry out the courtesy at a later occasion.

(4) The provisions in this article do not apply to:

(*a*) vessels employed on Government service, flying the Canadian Blue Ensign; or

(*b*) Canadian and Royal Fleet Auxiliaries who will hoist their visual call signs when

(i) entering or leaving a naval port, or

(ii) joining the fleet, or

(iii) passing any of Her Majesty's Ships at sea;

except that these ships are to be punctilious in dipping their ensigns to foreign men-of-war.

(C) (1 May 57)

(62.89 TO 62.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 63

MILITARY SALUTES AND MARKS OF RESPECT

NOTES:

(1) *Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.*

(2) *Refer to BR 20 "Flags of all Nations" for description of all standards, flags, ensigns and jacks mentioned in this chapter.*

(3) *The term "Colour" shall include the ensign, jack and flag or pendant. The term "Half-mast colours" shall refer to the ensign and jack only.*

(4) *Whenever colours are ordered to be half masted the ensign shall be placed half way between the block and the deck in ships and the block and the ground in naval establishments.*

(5) *The interval between shots in gun salutes shall be reckoned as five seconds. The interval in minute gun salutes is one minute. When more than one ship is firing a salute the Senior Officer should control the firing.*

(6) *Whenever a standard, ensign or flag is ordered to be flown in conjunction with gun salutes, the standard, ensign or flag shall be broken with the first gun and kept flying until the salute is completed.*

Section 1—General Instructions Regarding Gun Salutes

63.01—ROYAL SALUTES

Royal Salutes to:

(*a*) Her Majesty the Queen;

(*b*) members of the Royal Family;

(*c*) reigning royal personages of other nations, presidents of republics and chiefs of state;

(*d*) members of the family of reigning royal personages of other nations; and

(*e*) Governors General of Canada and other Commonwealth countries;

shall consist of twenty-one guns.

(C) (1 May 57)

63.02—SALUTES TO DIGNITARIES OF OTHER NATIONS

(1) Salutes to reigning imperial and royal personages of other nations and other authorities and flags of other nations are authorized only in case of governments recognized by the Government of Canada.

(2) The salutes prescribed in the table to article 63.99 (Table of Salutes and Honours) shall be fired in compliment to dignitaries or officials of other nations by ships or naval batteries authorized to fire salutes in the same manner and under circumstances similar to those in which salutes to a Canadian or Commonwealth official would be fired.

(C) (1 May 57)

63.03—SHIPS AUTHORIZED TO SALUTE

(1) (*a*) Unless otherwise directed from Naval Headquarters, salutes shall be fired by all ships larger than destroyers, which carry four or more QF guns of the same nature, suitably placed, or are provided with a saluting armament of light QF guns.

63.03—SHIPS AUTHORIZED TO SALUTE—(Cont'd)

(*b*) Ships in the reserve fleet which are normally saluting ships are considered as non-saluting ships whilst in reserve.

(2) When a ship from which a salute may reasonably be expected is, due to some special reason, unable to do so, the circumstances shall be explained to the authorities concerned without delay.

(3) When due to any circumstances, the omission to salute any foreign nation or flag cannot be explained without giving offence, the salute shall be fired by any ship which can safely do so, whether classified as a saluting ship or not.

(C) (1 May 57)

63.04—PERMISSION OF THE SENIOR OFFICER

Salutes shall not be fired from ships unless the necessary arrangements have been confirmed previously with the Senior Officer present.

(C) (1 May 57)

63.05—OCCASIONS WHEN SALUTES MAY BE FIRED

(1) As a general rule, salutes shall be fired between 0800 and sunset, but a salute fired by a ship of war of another nation outside this period shall be returned. In foreign waters, the custom of the country shall be followed.

(2) (*a*) Salutes shall not be fired by ships in port or arriving in port on Sunday between the hours of 1030 and 1300. If a salute is delayed on this account, it shall be explained that the delay was due to Divine service.

(*b*) The customary exchange of authorized salutes with foreign ships of war met at sea on Sunday shall be carried out in the normal manner.

(3) When the dates prescribed in article 63.15 (Dates for Salutes) for the celebration of an anniversary fall on a Sunday:

(*a*) the salute shall be fired at noon the following day; and

(*b*) the ships concerned shall dress with masthead ensigns as prescribed in article 62.62 (Dressing Ship).

(C) (1 May 57)

63.06—PROCEDURE DURING FIRING OF SALUTES

(1) No flags other than those prescribed shall be flown during the firing of salutes. Guard flags and all signals shall be hauled down. This instruction shall apply to all ships present or in company, in addition to the saluting ships.

(2) When salutes are fired boats shall lie off with engines stopped, lay at "oars", or let fly sheets as appropriate.

(C) (1 May 57)

63.07—SALUTES NOT AUTHORIZED

(1) No salutes other than those authorized in this chapter shall be fired, except on the occasion of a great national victory or other important national event when the firing of the salutes requisite may be directed from Naval Headquarters.

(2) The special salutes prescribed in (1) of this article shall not be fired without prior consultation between the senior military officers present in order to avoid the firing of salutes by one service only when both or all should do honour to the occasion.

(3) Gun salutes whether personal or to a flag shall not be fired by ships to a lesser authority of any nation who is in the presence of a superior authority of that nation. However in accordance with article 63.34 (Salutes to Officials and Officers of Other Nations) when a foreign officer entitled to a salute visits a ship he shall be accorded the appropriate personal salute on going on board or on leaving even though an officer of his nation, senior to him is present in the port.

(C) (1 May 57)

63.08—CUSTOMARY SALUTES IN CANADA

His Excellency the Governor General sanctions up to a maximum of twenty-one guns which are customary and which he considers suitable at religious ceremonies and at the opening and closing of the Federal Parliament and Provincial Legislatures.

(C) (1 May 57)

63.09—MERCHANT SHIPS

When Foreign or Commonwealth merchant ships, or any ships not belonging to a Foreign or Commonwealth navy salute Her Majesty's Canadian Ships with cannon the return salute shall be five guns to a single ship and seven guns to more than one sailing in company.

(C) (1 May 57)

(63.10: NOT ALLOCATED)

Section 2—Royal and National Salutes

63.11—THE SOVEREIGN

(1) When Her Majesty the Queen is present at any place in Canada or any other country of the Commonwealth, a royal salute shall be fired:

(*a*) on the sovereign's arrival and departure, by
  (i) the naval battery, when there is a battery from which salutes are fired, and
  (ii) all ships present;

(*b*) by all ships arriving or departing during the sovereign's stay; and

(*c*) on all other occasions as directed by superior authority.

(2) When the sovereign is embarked in, or proceeding to or from a ship, the royal salute shall be fired:

63.11—THE SOVEREIGN—(Cont'd)

(*a*) on the sovereign's arrival in and departure from the ship;
(*b*) by all other ships present when
(i) the flags described in article 62.01 (The Royal Standard) are hoisted, and
(ii) on the sovereign's departure;
(*c*) by a ship at sea on meeting, passing or being passed by the ship in which Her Majesty is embarked with the flags described in article 62.01 hoisted;
(*d*) by a ship when the sovereign is passing in a boat; and
(*e*) on all other occasions as directed by superior authority.

(3) When a ship flying the flags described in article 62.01 passes a naval battery from which salutes are authorized to be fired, the battery shall fire a royal salute.

(C) (1 May 57)

63.12—SALUTES TO THE ROYAL FAMILY

(1) When a member of the Royal Family arrives at, or leaves any place where there is a naval battery authorized to fire salutes, a royal salute shall be fired:

(*a*) on the first arrival of the royal personage
(i) by the battery, and
(ii) by all saluting ships present;
(*b*) by all ships arriving or departing during the stay of the royal personage; and
(*c*) on the departure of the royal personage, by all ships present.

(2) When a member of the Royal Family is embarked in, or proceeding to or from a ship, the royal salute shall be fired:

(*a*) on the first arrival in and departure from the ship;
(*b*) by all other ships present
(i) when the standard of the royal personage is hoisted, and
(ii) on the departure of the royal personage; and
(*c*) by a ship at sea on meeting, passing or being passed by the ship in which the standard of the royal personage is hoisted.

(3) On occasions of informal visits to ships or establishments by Her Majesty Queen Elizabeth, the Queen Mother, or His Royal Highness the Duke of Edinburgh or any other member of the Royal Family, the personal standard shall not be hoisted nor shall gun salutes be fired. A royal guard and band shall, however, be paraded unless otherwise directed.

(C) (1 May 57)

63.13—TEMPORARY ABSENCE OF THE SOVEREIGN OR ROYAL PERSONAGE

When the sovereign or royal personage embarked in a ship departs from that ship temporarily but leaves the appropriate standard hoisted:

(*a*) the salutes prescribed in articles 63.11 and 63.12 shall not be fired; and
(*b*) the ship shall not take part in royal salutes fired by other ships;

while she is wearing that standard unless it is considered advisable to do so for some special reason.

(C) (1 May 57)

63.14—ROYAL STANDARDS ON SHORE

When ships arrive at a place where the Royal Standard or the standard of any member of the Royal Family is hoisted on shore indicating the presence of the sovereign or a member of the Royal Family at that place, they shall:

(*a*) fire a royal salute on arriving, leaving or passing; and

(*b*) dress with masthead ensigns while the salute is being fired as prescribed in article 62.62 (Dressing Ship).

(C) (1 May 57)

63.15—DATES FOR SALUTES

(1) The fixed dates of anniversaries on which salutes are fired by ships and certain naval establishments are the:

(*a*) actual birthday of the reigning sovereign (21 April);

(*b*) official birthday of the reigning sovereign (as proclaimed);

(*c*) accession of the reigning sovereign (6 February);

(*d*) coronation of the reigning sovereign (2 June);

(*e*) birthday of the consort of the reigning sovereign (10 June);

(*f*) Dominion Day (1 July); and

(*g*) birthday of Her Majesty Queen Elizabeth, the Queen Mother (4 August).

(2) On the proclaimed official birthday of Her Majesty the Queen, ships:

(*a*) in Canadian ports, shall fire a royal salute at noon;

(*b*) in Commonwealth ports overseas other than those described in (3) of this article shall fire a royal salute at noon;

(*c*) in ports of other nations where an official celebration is

(i) held on shore, shall fire a royal salute at noon,

(ii) not held on shore, shall not fire a salute.

(3) In Commonwealth countries where the official celebration of the birthday of Her Majesty the Queen is held on a date other than that proclaimed, ships shall fire a royal salute at noon on the day adopted locally for the celebration.

(4) When the dates of the anniversaries listed in (1) of this article occur on:

(*a*) a day from Monday to Saturday inclusive,

(i) the royal salute shall be fired at noon, and

(ii) ships shall dress overall;

(*b*) Sunday,

(i) the royal salute shall be fired at noon on the following day, and

(ii) ships shall dress with masthead ensigns as prescribed in article 62.62 (Dressing Ship).

(C) (1 May 57)

63.16—THE GOVERNOR GENERAL

(1) His Excellency the Governor General of Canada shall, while within the waters and territorial limits of Canada, be entitled to a salute of twenty-one guns from:

63.16—THE GOVERNOR GENERAL—(Cont'd)

(*a*) naval batteries authorized to fire salutes; and

(*b*) ships when

(i) visiting, embarking in or disembarking from a ship, and

(ii) being met by a ship while afloat.

(2) Ships shall dress overall or with masthead ensigns as appropriate in accordance with article 62.62 (Dressing Ship) during the occasions prescribed in (1) of this article. (*See article 62.11—"The Flag of the Governor General"*.)

(C) (1 May 57)

63.17—A LIEUTENANT-GOVERNOR

The Lieutenant-Governor of a Province shall, within the limits of the Province concerned, be entitled to a salute of fifteen guns:

(*a*) from naval batteries authorized to fire salutes; and

(*b*) annually from ships when paying an official visit, either on going on board or when leaving the ship.

(*See article 62.12—"The Flag of a Lieutenant-Governor"*.)

(C) (1 May 57)

63.18—ROYAL PERSONAGES OR CHIEFS OF STATE OF OTHER NATIONS

(1) On occasions when royal personages or chiefs of state of other nations arrive at or depart from any place where ships are present, or are met at sea by ships, the ships shall fire a royal salute and carry out the procedure prescribed in article 63.11 for Her Majesty the Queen by:

(*a*) dressing overall or with masthead ensigns as ordered by the Senior Officer present; and

(*b*) hoisting the ensign of the nation concerned at the main while the salute is being fired.

(2) The flag of a reigning sovereign or of the president of a republic when hoisted in a vessel passing a Canadian naval battery authorized to fire salutes and not intending to berth in that vicinity is not saluted.

(3) On the arrival of a warship of another nation wearing a royal standard or a presidential flag in a Canadian port, the following procedure is customary:

(*a*) the warship of the other nation salutes the flag of Canada;

(*b*) the salute is returned by a shore battery; and

(*c*) ships present and the shore battery salute the royal or distinguished personage.

(4) When any member of a reigning royal family of another nation:

(*a*) arrives at or leaves a Canadian or other port where ships are present; or

(*b*) goes on board any ship; or

(*c*) is at sea in a vessel wearing the appropriate standard and is met or passed by a ship;

63.18—ROYAL PERSONAGES OR CHIEFS OF STATE OF OTHER NATIONS—(Cont'd)

he shall be saluted and paid similar compliments to those given to a member of the Royal Family as prescribed in article 63.12. The national ensign of that nation shall be hoisted at the main during the salute.

(C) (1 May 57)

63.19—SALUTING OF STANDARDS OR FLAGS IN FOREIGN PORTS

(1) On the arrival of a ship at a foreign port where a British or foreign royal or imperial standard or the flag of a president of a republic is flying and where salutes are returned, the following procedure is customary:

(*a*) ships salute the flag of the country;

(*b*) the national salute is returned by a shore battery; and

(*c*) ships salute the royal standard or president's flag.

(2) (*a*) When more than one standard is flying on shore or on board a ship, or two or more standards or flags are broken simultaneously, ships on arrival in or departure from the port of another nation or on passing any ship or ships of another nation wearing these flags shall salute them in the following order,

(i) if applicable, the flag of the country,

(ii) Her Majesty the Queen, His Royal Highness the Duke of Edinburgh, Her Majesty Queen Elizabeth, the Queen Mother,

(iii) the sovereigns, consorts, or heirs-apparent of other nations, or presidents of republics,

(iv) other members of the Royal Family, and

(v) other members of royal families of other nations.

(*b*) Only one salute shall be fired to the standards of any one nation, no matter how many may be flying.

(C) (1 May 57)

63.20—BIRTHDAY OF THE SOVEREIGN OF ANOTHER NATION OR OTHER NATIONAL FESTIVITIES

Ships present in a port of another nation on the occasion of the birthday of that nation's sovereign or president or on any other important national festival:

(*a*) may, on receiving previous official information, fire salutes (not exceeding twenty-one guns) in the case of Commonwealth countries, in compliment to the nation concerned similar to those fired by the ships and batteries of that nation; and

(*b*) (i) if foreign ships are dressed, shall dress as prescribed in article 62.62 (Dressing Ship) hoisting the ensign of that nation at the main, or

(ii) if not dressed shall hoist the ensign of the nation at the main during the firing of the salute only.

(C) (1 May 57)

63.21—SALUTE TO A NATIONAL FLAG

(1) When a standard of any member of a royal family or the flag of the president of the country concerned is hoisted in a port of another country, the salute to the national flag shall be considered as personal to the standard or flag representing the nation. In this case, the salute will not normally be returned, but, in the event that it is returned, a further salute of twenty-one guns shall be fired as prescribed in article 63.19.

(2) In the presence of any royal standard, or the flag of a president of a republic, no other authority of that nation shall be saluted.

(3) As certain countries have rules which vary from those prescribed in (1) and (2) of this article concerning the firing of salutes to, and in the presence of, a royal standard or presidential flag, when any doubt as to procedure exists when visiting a foreign port, the Captain shall ascertain and conform to the local practice, except that under no circumstances shall a Royal salute of more than twenty-one guns be fired.

(C) (1 May 57)

63.22—NATIONAL SALUTES

(1) When visiting a port of a nation other than a nation of the Commonwealth, where there is a fort or saluting battery or a ship of war of the nation concerned is present, the Captain of an individual ship, or the Senior Officer of a group of ships may, on satisfying himself that it will be returned, salute the national flag with twenty-one guns.

(2) The salute shall be fired on each occasion a port of a nation other than a nation of the Commonwealth is visited, except that of a ship leaving port temporarily when, by agreement with the local authorities, the salute on her return may be dispensed with.

(3) A salute shall not be fired when passing through territorial waters without anchoring or making fast in any way, even if a saluting station is passed, unless unusual circumstances make it so desirable.

(4) When a ship of the nation concerned arrives during the visit of Canadian ships to a port of a nation where there is no saluting battery or ship of war of that nation present on their arrival, a salute to the national flag shall only be fired after mutual agreement between the Senior Officers of the ships concerned.

(5) If the ship of a senior Canadian officer is already present in the port visited, the junior shall not fire a salute.

(6) The rules prescribed in this article have been concurred in by maritime nations generally.

(C) (1 May 57)

63.23—SALUTES ON NATIONAL ANNIVERSARIES OF THE UNITED STATES OF AMERICA

(1) Except when otherwise directed, ships in United States ports shall fire a national salute at noon and dress ship as prescribed in article 62.63 (National Anniversaries of the United States of America) on the anniversaries of:

(*a*) George Washington's Birthday (22 February); and

(*b*) Independence Day (4 July).

63.23—SALUTES ON NATIONAL ANNIVERSARIES OF THE UNITED STATES OF AMERICA—(Cont'd)

(2) (*a*) United States ships of war observe Memorial Day (30 May) by
(i) the suspension of all unnecessary work, drill or exercises,
(ii) all saluting ships and naval stations firing a salute of twenty-one minute guns at noon,
(iii) half-masting colours from 0800 until salute is completed or until 1220 if no salute is fired.

(*b*) Ships in United States ports or in company with United States ships of war on that day should, when practicable, conform with the procedure and fire the salute prescribed in (*a*) of this paragraph.

(3) When the national anniversaries described in this article occur on a Sunday, all special ceremonies shall be postponed until the following day.

(C) (1 May 57)

63.24—MORNING AND EVENING GUN

(1) When Her Majesty the Queen is on board the Royal Yacht or a ship flying Her Standard, a morning and evening gun may be fired by the Royal Yacht or the ship flying the Royal Standard.

(2) (*a*) If a morning gun is fired, every ship present carrying a band shall sound the Reveille or daylight call after the firing of the morning gun.

(*b*) If an evening gun is fired the Tattoo will be sounded a quarter of an hour previous to the firing of the evening gun.

(3) (*a*) In United Kingdom and Canadian waters the morning gun shall be fired at daybreak and the evening gun shall be fired
(i) at 2100 from 25 March to 20 September inclusive, and
(ii) at 2000 from 21 September to 24 March inclusive.

(*b*) In other waters firing of the morning and evening guns shall be carried out as the Senior Canadian Naval Officer present directs.

(C) (1 May 57)

(63.25 AND 63.26: NOT ALLOCATED)

Section 3—Salutes to Naval, Military, Air and other Authorities

63.27—SCALE OF SALUTES FOR FLAG OFFICERS

The following scale of salutes having been agreed upon by the maritime powers generally, shall be observed in exchanging salutes between HMC Ships and ships of war of other nations flying the appropriate flag of a flag officer or the broad pendant of a commodore or captain in command ranking as a commodore:

(*a*) the flag of an admiral of the fleet or flag officer who ranks with a field-marshal, nineteen guns; or

63.27—SCALE OF SALUTES FOR FLAG OFFICERS—(Cont'd)

(*b*) the flag of an admiral, seventeen guns; or

(*c*) the flag of a vice-admiral, fifteen guns; or

(*d*) the flag of a rear-admiral, thirteen guns; or

(*e*) the broad pendant of a commodore or a captain in command ranking as a commodore, eleven guns.

(C) (1 May 57)

63.28—SALUTE FOR ONE OFFICE ONLY

When any officer fills more than one office which entitles him to a salute, he shall only be saluted in respect to the office which entitles him to the greatest number of guns.

(C) (1 May 57)

63.29—SALUTES ON EMBARKING AND DISEMBARKING

When a Canadian diplomatic official or army or air force officer who is entitled to a salute on embarking or disembarking, does so from a ship not authorized to salute under article 63.03 (Ships Authorized to Salute) or a merchant vessel, the Senior Officer may direct that the salute be fired from any of HMC Ships present authorized to salute.

(C) (1 May 57)

63.30—OFFICERS ACTING IN HIGHER POSTS

(1) Military officers temporarily holding any higher command are entitled while holding the appointment, to all salutes and honours prescribed for the higher office.

(2) Officers temporarily acting in any civil office are entitled, while holding the appointment, to all the honours and salutes prescribed for that office.

(C) (1 May 57)

63.31—SALUTES TO THE FLAG OF A NAVAL AUTHORITY

(1) The flag or broad pendant of the Senior Officer present shall be saluted:

(*a*) by the next senior officer present

(i) when first hoisted on the senior's assuming his new appointment, or

(ii) when the flag or broad pendant of the senior's new rank is hoisted on promotion;

(*b*) subject to (3) of this article, by a single ship or the Senior Officer of a group of ships of the same fleet or squadron on meeting or arrival;

(*c*) by a junior flag officer or commodore on first hoisting

(i) his flag or broad pendant on assuming his new appointment, or

(ii) the flag or broad pendant of his rank on promotion.

(2) The salutes prescribed in (1) of this article are all returned according to scale. If more than one salute is fired on one occasion the return salute in answer to them all shall consist of the number of guns to which the officer originally saluted is entitled.

(3) A flag officer, commodore, captain or other officer in command shall not salute the same Senior flag officer or commodore more than once during the Senior's command except in the case of his promotion.

(C) (1 May 57)

63.32—LIMITATION OF RANK AND STATUS

None of Her Majesty's officers below the rank of commodore, brigadier or air commodore shall be saluted with cannon in any part of the world.

(C) (1 May 57)

63.33—FLAG OFFICERS AND COMMODORES OF OTHER NATIONS

(1) (*a*) If one or more ships should meet a ship of war of another nation at sea wearing the flag of a flag officer or the broad pendant of a commodore of superior rank to the Senior Officer in command of the Canadian ships, the Canadian officer shall salute the officer of the other nation in accordance with article 63.31 with the number of guns prescribed in article 63.27 (Scale of Salutes).

(*b*) Subject to (3) of this article, if the meeting occurs in port, the salute shall not be given until the proper national salutes have been exchanged and then only if local regulations permit.

(2) If ships wearing the flags or broad pendants of officers of equal rank whose relative seniority in rank is unknown or is in doubt meet:

(*a*) at sea, they shall mutually salute without delay;

(*b*) in harbour, the later arrival shall, subject to (1) (*b*) of this article and irrespective of seniority, salute the other flag or broad pendant first.

(3) When ships of war of several nations are using the same port, the following modifications to the procedure prescribed in (1) (*b*) of this article shall be effected with the concurrence of the senior authority of each nation represented:

(*a*) on occasions prescribed in article 63.31, the flag or broad pendant of the senior naval authority concerned shall be saluted by the senior naval authorities of the other nations who are junior to that authority;

(*b*) on occasions prescribed in article 63.31, the Senior Officer of the ships arriving or meeting shall

(i) provided the foreign flag officer concerned is his senior in rank and an officer of his own nation senior to him is not already in company with the flag officer of the other nation, salute only the flag or broad pendant of the senior authority of all the nations represented, or

(ii) if an officer of his own nation who is senior to him is already present, fire a salute (if due) only to his own senior officer as prescribed in article 63.31, or

(iii) if he himself is senior to all superior naval authorities already in port, be saluted by the latter, subject to (1) (*b*) of article 63.31, after any national salutes prescribed have been exchanged; and

(*c*) on occasions prescribed in article 63.31, a junior flag officer or commodore shall,

(i) unless otherwise ordered, fire the prescribed salute to the senior naval authority of his own nation only, or

(ii) if he is the senior naval authority of his own nation, salute the flags or broad pendants of the superior naval authorities of the other nations present who are senior to him, and will himself be saluted in accordance with (*a*) of this paragraph, in which case, he shall, if practicable, inform the flag officers whom he proposes to salute, of the time at which he intends to do so.

63.33—FLAG OFFICERS AND COMMODORES OF OTHER NATIONS—(Cont'd)

(4) With regard to returning salutes, the Captain shall be guided by article 63.31 or 63.42 as applicable, depending on whether the salute has been fired by a ship of the same nation or of another nation.

(5) Should any doubt arise in carrying out or interpreting the provisions of article 63.31 in their application to (3) of this article, the salute shall be fired.

(C) (1 May 57)

NOTES

(A) A single ship or the Senior Officer of more than one Canadian ship arriving at a port shall fire the salutes prescribed in these Notes, provided that:
- (i) nations saluted or authorities saluted belong to nations recognized by the Government of Canada,
- (ii) the Canadian ship or ships arriving are included in the term "Saluting Ships",
- (iii) all necessary arrangements as to times, places of saluting, etc., have been made with the Senior Officer present or the Canadian diplomatic representative,
- (iv) any personage saluted is the senior authority of his nation present, or
- (v) in all salutes to a flag of a naval authority the circumstances outlined in article 63.31 apply.

(B) *National Salute*—When a Canadian officer senior to the arriving Canadian ship or Senior Officer is not present, a national salute shall be fired.

(C) *Royal Salute*—When a royal or imperial standard or the flag of a president of a republic is flying in the port, and the National Salute (Note (B)) is returned, a royal salute shall be fired.

(D) *Salutes to a Flag*—After a national salute or a royal salute has been fired, the following procedure should be followed:
- (i) If a Canadian officer, senior to the arriving Canadian ships or Senior Officer is present, salute him only provided article 63.31 applies.
- (ii) If a Canadian officer, senior to the arriving ship or Senior officer, is not present, salute the flags of the superior naval authorities of each nation present if senior to the arriving ship. All the superior naval authorities of each nation junior to the arriving ship will salute it. In both cases the conditions laid down in article 63.31 shall apply.
- (iii) If the modified routine laid down in (3) of article 63.33 is in force, and provided the conditions laid down in article 63.31 apply, the arriving Canadian ship or Senior Officer shall:
  - (a) follow the procedure laid down in (i) of this Note, or
  - (b) if the arriving Canadian officer is the senior Canadian officer present, salute only the superior naval authority of all the nations represented, or
  - (c) if the arriving Canadian officer is senior to all superior naval authorities represented, be saluted by all superior naval authorities junior to him.

(E) When a flag officer or commodore first hoists his flag or broad pendant on taking up his appointment or on promotion he shall salute the superior naval authorities of nations senior to him and will be saluted by superior naval authorities junior to him except when a Senior Officer of his own nation is present when he shall salute his own Senior Officer only.

(C) (1 May 57)

63.34—SALUTES TO OFFICIALS AND OFFICERS OF OTHER NATIONS

(1) (*a*) If an official or officer of high distinction of another nation visits a ship, he may be saluted on going on board or on leaving the ship with
- (i) the number of guns which he, according to his rank, would receive on visiting a ship of war of his own nation, or
- (ii) the number of guns, not exceeding nineteen, as may be considered proper.

(*b*) If the number of guns to which he is entitled from ships of his own nation is less than that given to Canadian authorities of his rank he shall be saluted with

63.34—SALUTES TO OFFICIALS AND OFFICERS OF OTHER NATIONS—(Cont'd)

the greater number. With respect to foreign Consuls-General, see note (iii) of table to article 63.99.

(2) On all occasions of an official visit of a flag officer or commodore of another nation to a ship, he may be saluted on going on board or on leaving the ship with the number of guns specified in article 63.27 (Scale of Salutes for Flag Officers). This salute is personal and is distinct from the salute to flag prescribed in article 63.33.

(3) Personal salutes fired in accordance with this article are not returned and are not subject to any limitations as to when or where they may be fired.

(C) (1 May 57)

63.35—SALUTES TO ECCLESIASTICAL AUTHORITIES

(1) Ecclesiastical authorities who have no diplomatic status are not entitled to a salute.

(2) The Pope is regarded as a sovereign of another nation and is saluted in accordance with article 63.18 (Royal Personages and Chiefs of State of Other Nations).

(3) "Nuncios" and "Internuncios" who are diplomatic agents of the Pope and rank as ambassadors and ministers respectively, are entitled to the salutes prescribed for these ranks in the table to article 63.99 (Table of Salutes and Honours).

(4) "Legates" may or may not be diplomatic agents and instructions as to their relative status should be obtained as necessary. Those holding diplomatic status are entitled to the salutes appropriate to their diplomatic rank.

(C) (1 May 57)

(63.36 TO 63.41 INCLUSIVE: NOT ALLOCATED)

Section 4—Salutes Returned or Not

63.42—RETURNING SALUTES

(1) The following agreements entered into by the maritime nations shall be observed in regard to returning salutes:

(*a*) salutes returned gun for gun are those to
- (i) the nation on arriving at a foreign port of another nation except as prescribed in article 63.21 (Salutes to a National Flag),
- (ii) flag officers of other nations when met with at sea or in port (*see article 63.27—"Scale of Salutes for Flag Officers"*);

(*b*) salutes returned with the number of guns to which the flag of the saluting ship is entitled are those to flag officers of Commonwealth nations;

(*c*) salutes not returned are those
- (i) to royalty,

63.42—RETURNING SALUTES—(Cont'd)

(ii) to diplomatic, military or consular officials, governors or other officers administering a government,

(iii) to officials and officers of other nations of high distinction on visiting ships of war as prescribed in article 63.34,

(iv) on occasions of national festivities or anniversaries, and

(v) to naval officers when visiting ships of war as prescribed in article 63.34 (Salutes to Officials and Officers of Other Nations).

(2) (*a*) Under (1) (*c*) of this article, ships will not return a personal salute to a Canadian officer fired by ships of other nations nor will a return salute be expected by the officer of a power which adheres strictly to the international agreement.

(*b*) If, on any occasion where personal salutes are exchanged, a personal salute fired by one ship, or by the ship of a third nation to an officer of the other nation, is returned, it is an excess of courtesy which should be reciprocated by returning any personal salute to a Canadian officer immediately afterwards under similar conditions.

(*c*) Ships may even take the initiative in returning personal salutes if it is known to be the custom of the nation whose ship has saluted, and if it is expected that a personal salute to an officer of that nation will be fired in due course and will be returned.

(C) (1 May 57)

63.43—FLAG OF THE NAVAL BOARD

A ship wearing the flag of the Naval Board of Canada:

(*a*) does not return salutes from ships, whether wearing admirals' flags, broad pendants, or masthead pendants; and

(*b*) if saluted by a ship of war of another nation on arrival or meeting, returns the salute gun for gun.

(C) (1 May 57)

(63.44 AND 63.45: NOT ALLOCATED)

Section 5—Military Honours and Marks of Respect

63.46—THE QUEEN AND ROYAL FAMILY

(1) Her Majesty the Queen, His Royal Highness the Duke of Edinburgh, Her Majesty Queen Elizabeth, the Queen Mother, and other members of the Royal Family, on proceedings on board a ship or naval establishment shall be received by a royal guard, commanded by a lieutenant-commander or lieutenant, with:

(*a*) arms presented;

(*b*) the officers saluting;

(*c*) the bugle sounding the "Alert"; and

(*d*) the band playing the National Anthem; or

(*e*) if a band is not available, the bugle sounding the "General Salute".

63.46—THE QUEEN AND ROYAL FAMILY—(Cont'd)

(2) If other members of the Royal Family are present on the same occasion as Her Majesty the Queen, His Royal Highness the Duke of Edinburgh, or Her Majesty Queen Elizabeth, the Queen Mother, the salute prescribed in (1) of this article shall be given on their arrival and departure, but the National Anthem shall not be played.

(3) Other members of the Royal Family, when her Majesty the Queen, His Royal Highness the Duke of Edinburgh, Her Majesty Queen Elizabeth, the Queen Mother, are not present shall each be received on board with the salute prescribed in (1) of this article, but, if more than one member is, or will be, present, the band shall play the National Anthem only for that member of the Royal Family for whom the guard is paraded.

(C) (1 May 57)

63.47—SOVEREIGNS OF OTHER NATIONS AND PRESIDENTS OF REPUBLICS

The honours and marks of respect prescribed in article 63.46 shall be paid to sovereigns, presidents of republics and members of reigning royal and imperial families of other nations. The appropriate national anthem of the other nation shall be substituted for the National Anthem.

(C) (1 May 57)

63.48—NAVAL BOARD

(1) When two or more members of the Naval Board of Canada, acting in their official capacity, pay an official visit to a ship or naval establishment, they shall be received by a guard commanded by a lieutenant, with:

(*a*) arms presented;
(*b*) the officers saluting;
(*c*) the bugle sounding the "Alert"; and
(*d*) the band playing "O Canada"; or
(*e*) if a band is not available, the bugle sounding the "General Salute".

(2) Members of the Naval Board of Canada when visiting a ship or naval establishment in uniform on occasions other than those prescribed in (1) of this article shall be received with the guards and bands appropriate to their rank.

(C) (1 May 57)

63.49—THE CHIEF OF THE NAVAL STAFF, ADMIRALS OF THE FLEET, ADMIRALS, SENIOR OFFICERS IN CHIEF COMMAND AND COMMANDERS IN CHIEF

The Chief of the Naval Staff, an admiral of the fleet, an admiral, a senior officer in chief command or a commander in chief who is a flag officer or a commodore, when flying his flag or broad pendant, shall be received on board a ship or naval establishment by a guard commanded by a lieutenant, with:

(*a*) arms presented;
(*b*) the officers saluting;
(*c*) the bugle sounding the "Alert"; and
(*d*) the band playing "O Canada"; or
(*e*) if a band is not available, the bugle sounding the "General Salute".

(C) (1 May 57)

63.50—OFFICERS OF FLAG RANK AND COMMODORES

(1) Flag Officers flying their flags, commodores flying their broad pendants and the heads of the engineering, supply and secretariat, electrical, instructor, constructor, ordnance and medical branches on ceremonial occasions shall be received on board any of Her Majesty's Canadian Ships or shore establishments by a guard commanded by a lieutenant or sub-lieutenant, with:

(*a*) arms presented;

(*b*) the officers saluting;

(*c*) the bugle sounding the "Alert"; and

(*d*) the band playing "The Maple Leaf"; or

(*e*) if no band is available, the bugle sounding the "General Salute" for flag officers or the "Commodores Salute" for a commodore.

(2) Flag Officers and commodores who are not entitled to fly flags and broad pendants shall be received in the manner prescribed in (1) of this article when making formal inspections or attending a court-martial as president or member.

(3) Officers of flag rank and commodores in the engineering, supply and secretariat branches, who are not heads of branches and are not entitled to fly flags shall be received in the manner prescribed in (1) of this article when making a formal inspection of a ship or naval establishment commanded by an officer of their own branch.

(C) (1 May 57)

(63.51: NOT ALLOCATED)

63.52—CAPTAINS

A captain, when flying his pendant, shall be received on board ships or naval establishments by a guard under the orders of a petty officer, with arms presented.

(C) (1 May 57)

63.53—MEMBERS OF COURT-MARTIAL

Captains and commanders, when attending a court-martial as members, shall be received by a petty officer's guard. The guard shall present arms only to the president of the court.

(C) (1 May 57)

63.54—OFFICERS PROCEEDING ON BOARD OTHER THAN BY BOAT

When any of the officers specified in articles 63.49 to 63.53 inclusive proceed on board ships or naval establishments other than by boat, in circumstances under which they would be flying their flag or pendant if proceeding by boat, they shall receive the marks of respect prescribed in these articles.

(C) (1 May 57)

63.55—THE GOVERNOR GENERAL AND OFFICERS OF THE DIPLOMATIC AND OTHER SERVICES

(1) (*a*) His Excellency the Governor General of Canada within the limits of his jurisdiction or while proceeding on the public service, shall be received on board ships or naval establishments with the military honours and marks of respect due to the sovereign.

(*b*) When in a boat or tender under way with his flag flying, he shall be saluted by ships in the manner prescribed in article 63.60 (Distinguished Personages or Senior Officers Passing in a Boat), the appropriate salute being played by the band.

(2) The Lieutenant-Governor of a Province, when visiting a ship of war or naval establishment officially, within his territorial jurisdiction shall be received by a guard commanded by a lieutenant.

(3) (*a*) The Prime Minister of Canada, or the Minister of National Defence, when visiting a ship of war or naval establishment in an official capacity shall be received by a guard commanded by a lieutenant (*see table to article 63.99*).

(*b*) All officers of the Canadian diplomatic or other services who are entitled to a salute of eleven guns or more shall be received on board ships and naval establishments with the "Alert".

(*c*) The Senior Officer present may determine at his discretion whether other distinguished persons visiting ships or naval establishments in an official capacity shall be received with the "Alert".

(*d*) When officers or personages who are about to be, or who have been, received with an "Alert" in accordance with this paragraph, pass a ship which is not under way, the "Alert" shall be sounded on the bugle.

(4) Except as directed in this article, officers of Canadian diplomatic and other non-military services are not entitled to the military honours prescribed in this section.

(C) (1 May 57)

63.56—OFFICERS OF THE ARMY AND AIR FORCE

Officers of the army and air force who hold ranks corresponding to those listed in articles 63.49 to 63.52 inclusive, shall, when in uniform, and on occasions of a similar nature to those described in articles 63.49 to 63.52 inclusive, be received on board ships and naval establishments with the same honours and marks of respect as prescribed in those articles for naval officers of equivalent rank, except that:

(*a*) the musical salute shall be as prescribed in article 63.65 (Musical Salutes); and

(*b*) the side shall not be piped.

(C) (1 May 57)

63.57—HONOURS FROM THE ARMY AND AIR FORCE

Officers of the navy in uniform normally receive similar honours and marks of respect from the army and air force as officers of corresponding rank in those services.

(C) (1 May 57)

63.58—OFFICERS OF OTHER NATIONS

Similar honours and marks of respect as prescribed in this section shall be paid to officers of other nations of equivalent rank under the same conditions.

(C) (1 May 57)

63.59—CEREMONIAL FOR TWO SHIPS PASSING BETWEEN SUNRISE AND SUNSET

(1) The ceremonial observed by two ships passing between sunrise and sunset is prescribed in this article according to the rules accepted by maritime nations generally.

(2) When one ship only is under way:

(*a*) if either ship is wearing a standard or flag, or is a warship of another nation
- (i) the junior shall sound the "Alert" on the bugle,
- (ii) the senior shall immediately do likewise, and, after a short interval, sound the "Carry on", and
- (iii) the junior shall, after a short interval, also sound the "Carry on";

(*b*) if guards and bands are paraded,
- (i) the junior ship, if either ship is wearing a standard or flag shall give the appropriate salute as prescribed in articles 63.46 to 63.51 inclusive, the guard of the senior ship receiving it at the "Slope", or
- (ii) if one is a warship of another nation, a salute similar to those prescribed in articles 63.49 to 63.51 inclusive shall be given by the junior and returned in full by the senior, the band playing the national anthem of the other nation; or

(*c*) if neither ship is a flagship, or ship of war of another nation,
- (i) the bugle shall not be used, marks of respect being paid and returned by pipe, and
- (ii) if guards and bands are paraded, the guards remain at the "Slope".

(3) If both ships are under way:

(*a*) in every case the marks of respect outlined in (2) of this article shall be paid and returned by pipe only, the guards if paraded coming to the "Slope"; or

(*b*) if a warship of another nation acts, or appears likely to act, as described in (2) of this article, reciprocal action shall be taken by ships passing or being passed.

(4) In cases of doubt as to seniority, ships shall be prepared to give the salute first at the most opportune moment, providing they are satisfied that it is likely to be returned in a similar manner.

(5) When two or more members of the Naval Board of Canada are embarked officially in a ship, with the Naval Board flag hoisted in accordance with article 62.18 (Naval Board), the ceremonial prescribed in (2) and (3) of this article shall be carried out.

(6) On the occasion of a ship's proceeding to sea for a burial service, all ceremonial should be restricted to the pipe only. This information should be promulgated by the Senior Officer present in sufficient time before the ship concerned leaves harbour to avoid misunderstanding.

(C) (1 May 57)

63.60—DISTINGUISHED PERSONAGES OR SENIOR OFFICERS PASSING IN A BOAT

(1) When royal personages, the Naval Board of Canada, flag officers or commodores in a boat or tender with the appropriate flag or broad pendant flying are passing a ship not under way:

(*a*) the guard and band shall be paraded;

(*b*) the bugles sounded; and

(*c*) unless otherwise ordered, the salutes prescribed in articles 63.46 to 63.51 inclusive given.

(2) In a ship, not under way, wearing the flag or broad pendant of an officer senior to the flag officer or commodore passing in a boat or tender, the "Alert" shall be sounded on the bugle but the guard and band shall not be paraded.

(C) (1 May 57)

TABLE TO ARTICLE 63.60

MARKS OF RESPECT TO BE PAID BY SHIPS BEING PASSED BY BOATS OR TENDERS WITH IMPORTANT PERSONAGES ON BOARD

Indication	Alert	Pipe Still	Guard & Band	Remarks
1. Standard	Yes	*	Yes	
2. Flag or Broad Pendant	Yes	*	Yes	If saluting officer is senior to passing officer — alert only. No guard & Band.
3. Naval Board Plate	Yes	*	Yes	
4. Red or Blue Disc	Yes	*	No	See article 62.71.
5. White Disc	No	No	No	Gangway Staff Salute. See article 62.71.
6. Officers or Officials Foreign or Commonwealth Entitled to "Alert" Under Article 63.55	Yes	*	No	
7. Masthead Pendant	No	Yes	No	

*—The still will be piped if no bugler is available. Ships underway will pipe the still only.

Note:—*The Officer of the Watch (or if not present, the Quartermaster) should salute from the gangway in ships not underway in all the above cases.*

(C) (1 May 57)

63.61—HOURS FOR GUARD AND BAND

(1) Except as prescribed in (3) of this article, the normal times during which guard and band may be paraded in harbour are:

(*a*) weekdays except Saturdays

(i) from "colours" to 1200,

(ii) from 1315 to sunset or 1800, whichever is the earlier, or

(iii) when a two-hour dinner period is in force, from 1400 to sunset or 1800, whichever is the earlier; and

63.61—HOURS FOR GUARD AND BAND—(Cont'd)

(*b*) Saturdays and Sundays from "colours" to 1200 except during Divine service on Sundays.

(2) Guard and band shall not be required from an hour and one-half before carrying out general drill until one hour after general drill is finished.

(3) Guard and band may, however, be required at any hour between "colours" and sunset or 1800, whichever is the earlier on weekdays and 1200 on Saturdays and Sundays, when, unless otherwise ordered:

(*a*) proceeding in or out of harbour; or

(*b*) when passing or being passed by a

(i) ship or boat flying an imperial or royal standard,

(ii) ship or boat flying the flag of a distinguished personage, or

(iii) warship of another nation.

(C) (1 May 57)

63.62—THE BUGLE

The "Alert" is a mark of respect due to rank and shall be sounded on the bugle between the hours of "colours" and sunset, in addition to those occasions prescribed in articles 63.46 to 63.51 inclusive:

(*a*) for all flag officers and commodores if in uniform when coming on board and on leaving ships or naval establishments;

(*b*) for officers of the army and air force, of the ranks described in article 63.56 (Officers of the Army and Air Force), when in uniform; and

(*c*) when governors general, lieutenant-governors and diplomatic officers pass ships, which are not underway, in a boat with the appropriate flag flying.

(C) (1 May 57)

63.63—PIPING THE SIDE

(1) Between the hours of "colours" and sunset, when coming on board or leaving ships, the side shall be piped to:

(*a*) Her Majesty the Queen;

(*b*) His Royal Highness the Duke of Edinburgh when in naval uniform;

(*c*) members of the Royal Family of the rank of captain and above when in naval uniform;

(*d*) members of the Naval Board of Canada when in uniform;

(*e*) flag officers in uniform;

(*f*) commodores in uniform if authorized under article 62.19 to fly a broad pendant;

(*g*) all officers in uniform holding an appointment in command of a ship in commission. (Officers coming on board by a brow shall not be piped unless arriving at a pre-arranged time);

(*h*) members of a court martial attending or leaving a court;

(*i*) the officer of the guard when flying his pendant;

63.63—PIPING THE SIDE—(Cont'd)

(*j*) all naval officers of other than Commonwealth nations in uniform at all hours day and night; and

(*k*) a body, when being brought on board or sent out of the ship.

(2) Subject to (4) of this article, the marks of respect described in article 63.62 and this article shall be paid to officers on the retired list, when they go on board ships or fleet establishments in uniform.

(3) The side should normally be piped for an officer entitled to it even though he may be accompanying an officer senior to him who is not so entitled.

(4) Except in the case of Her Majesty the Queen, the side shall not be piped to any person unless he is in naval uniform. The side shall not be piped in a naval establishment.

(C) (1 May 57)

63.64—THE NATIONAL ANTHEM

(1) The whole of the National Anthem shall be played at the reception of Her Majesty the Queen and Her Majesty Queen Elizabeth, the Queen Mother.

(2) The first six bars of the National Anthem shall be played at the reception of:

(*a*) His Royal Highness the Duke of Edinburgh;

(*b*) other members of the Royal Family; and

(*c*) within Canada, the Governor General.

(3) At state or social functions of an official nature, either on board or on shore, within their respective jurisdictions, the first six bars of the National Anthem shall be played on the arrival of:

(*a*) His Excellency, the Governor General of Canada; or

(*b*) the Lieutenant-Governor of a Canadian Province.

(C) (1 May 57)

63.65—MUSICAL SALUTES

(1) "O Canada" (the first four and last four bars of the chorus) shall be played only at the reception of the Naval Board of Canada, the Chief of the Naval Staff, admirals of the fleet, admirals and senior officers in chief command.

(2) The following airs shall be played on the occasions authorized:

(*a*)	General salute for flag officers not entitled to "O Canada" and commodores as defined in article 63.50,	"The Maple Leaf" (the first two and the last two bars of the chorus);
(*b*)	General salute for officers of the army or air force of and above the rank of brigadier or air commodore,	C'est l'aviron (the chorus of eight bars of "C'est l'aviron qui nous mene en haut");
(*c*)	March past of the Royal Canadian Navy	"Hearts of Oak";
(*d*)	Advance in Review Order	"Nancy Lee".

(C) (1 May 57)

63.66—HONOURS ON DEPARTURE

Except as prescribed in the table to article 63.99 (Table of Salutes and Honours), unless otherwise ordered, the military honours and marks of respect prescribed in section 5 of this chapter shall be given on departure as well as on the arrival of the personages and officers specified.

(C) (1 May 57)

63.67—SALUTES DURING RETURN OF COMPLIMENTS

When a personage or officer returns a salute or honour being accorded to him personally, the officers or other persons in attendance on him do not salute at that time, whether the National Anthem is played or not.

(C) (1 May 57)

63.68—CIVIC DIGNITARIES

When civic dignitaries pay official visits to ships and naval establishments, they shall be received with the respect and attention due to their position but inappropriate honours, such as military guards, shall not be accorded to them.

(C) (1 May 57)

(63.69 AND 63.70: NOT ALLOCATED)

Section 6—Naval Salutes and Marks of Respect

63.71—NAVAL PERSONAL SALUTE

(1) The naval salute shall be made by bringing the right hand up to the head-dress naturally and smartly, but not hurriedly, with the:

(*a*) thumb and fingers straight and close;
(*b*) elbow in line with the shoulder;
(*c*) hand and forearm in line;
(*d*) thumb in line with the outer edge of the right eyebrow; and
(*e*) the palm of the hand turned to the left.

(2) The naval salute shall be made on all occasions with the right hand.

(3) When passing an officer, the salute shall be commenced well before reaching him and be continued until the salute has been returned or until well past the officer, the person saluting looking towards him at the same time.

(4) An officer shall return every salute made to him except on the occasion of the second salute by a junior when withdrawing after reporting. When a salute is made to two or more officers, the senior officer only shall return the salute.

(5) A junior officer:

63.71—NAVAL PERSONAL SALUTE—(Cont'd)

(*a*) whether alone or in company with other officers, shall salute a senior officer when passing, addressing or being addressed by him, the senior officer returning the salute; and

(*b*) in company with a senior officer, shall salute all officers senior to the latter.

(6) When in civilian clothes the salute shall be made by raising the hat or cap.

(C) (1 May 57)

63.72—SALUTES—GENERAL INSTRUCTIONS

(1) The following personages and officers shall be saluted:

(*a*) Her Majesty the Queen;

(*b*) all members of the Royal Family;

(*c*) royalty and chiefs of state of other nations;

(*d*) when in uniform

(i) all officers other than cadets of the Canadian navy, army and air force,

(ii) all officers of the navy, army and air forces of other nations; and

(*e*) those persons in plain clothes other than cadets of the Canadian forces, who are known to be officers.

(2) Only commissioned officers of the army and air force shall be saluted.

(3) Laden boats, and boats towing or in tow are not subject to the rules laid down in (1) and (2) of this article, the officer in charge or coxswain only saluting. When an officer is in charge, coxswains of boats shall not salute.

(4) Personnel in other small boats under oars shall salute by laying on their oars. Seated personnel sit up smartly and salute but do not stand up in the boat.

(5) When passing a funeral party afloat with the body, the proper marks of respect shall be paid by all boats in accordance with the table to article 63.76.

(C) (1 May 57)

63.73—SALUTES ON BOARD

(1) The salute shall be made by all officers and men when coming on board or leaving a ship or when coming on to the quarterdeck.

(2) Men shall:

(*a*) salute when addressing or being addressed by an officer, and again on withdrawing; and

(*b*) stand to attention when being passed by an officer.

(3) (*a*) Officers and men, when wearing head-dress, shall face the requisite direction and salute

(i) whenever the National Anthem or a foreign national anthem is played,

63.73—SALUTES ON BOARD—(Cont'd)

(ii) except when it is played as a musical salute under article 63.48 or 63.49, whenever "O Canada" is played,

(iii) when colours are hoisted,

(iv) when colours are lowered at sunset.

(*b*) Parties of men fallen in on the occasions in (*a*) of this paragraph shall be called to attention, the officer or man in charge saluting.

(C) (1 May 57)

63.74—SALUTES ON SHORE

(1) When the National Anthem or a foreign national anthem is played or when "O Canada" is played other than as a musical salute under article 63.48 or 63.49 either outdoors or inside a building:

(*a*) individual officers and men

(i) if wearing head-dress, shall face in the requisite direction and salute, or

(ii) if not wearing head-dress, shall face in the requisite direction at attention; and

(*b*) parties of men fallen in shall be called to attention, the officer or the man in charge saluting.

(2) (*a*) If a man is

(i) standing when passed by an officer, he shall face the officer and salute, or

(ii) sitting when an officer approaches, he shall rise, stand at attention and salute.

(*b*) When passing or being passed by an officer, parties of men on the march or fallen in with an officer or man in charge shall be called to attention or given the appropriate order "Eyes right (or left)", the officer or man in charge only saluting.

(*c*) In all other cases of parties of men on shore passing or being passed by an officer, all shall salute.

(3) Officers and men passing:

(*a*) troops with uncased colours shall salute the colours; or

(*b*) a funeral shall salute the body.

(4) Officers and men:

(*a*) riding a motorcycle or bicycle are not required to salute; or

(*b*) riding or sitting in a vehicle are not required to salute. However, when passing a saluting base, they shall sit to attention with eyes to the front.

(5) Officers attending memorial services will salute during the sounding of the "Last Post", and the "Rouse" or "Reveille".

(6) Except as prescribed in (1)(*a*) (i) of this article, the naval personal salute shall not be used inside a building or enclosure.

(C) (1 May 57)

63.745—FEMALES OFFICERS OF THE CANADIAN FORCES

(1) Female officers of the navy, army and air force are saluted and treated with the respect due to male officers, except that armed sentries shall accord them the butt salute regardless of rank.

(2) The procedure prescribed in (1) of this article is also followed by most Commonwealth countries.

(C) (1 May 57)

63.75—INSPECTION WITHOUT ARMS

(1) (*a*) When inspected by a flag officer, commodore, captain or the officer appointed in command of the ship or naval establishment, all men below petty officer first class shall take off their caps on the order being given by the officer in charge.

(*b*) (i) Chief petty officers and petty officers first class shall keep their caps on. When chief and petty officers are fallen in with other ranks, the senior chief petty officer or petty officer first class shall salute at the order "off caps".

(ii) When only chief petty officers and petty officers first class are fallen in together the order "off caps" shall not be given, however the inspecting officer shall be saluted by the right hand man of the front rank who shall be the senior of those fallen in.

(2) When mustered by a flag officer, commodore, captain or the officer appointed in command of the ship or naval establishment, all men below petty officer first class shall take off their caps as they pass around.

(3) A man brought before an officer as a defaulter shall take off his cap or helmet.

(4) Men shall be called to attention when inspected by an officer on all occasions when fallen in for inspection without arms.

(C) (1 May 57)

63.76—SALUTES IN BOATS

(1) The regulations governing the paying and return of salutes and marks of respect in boats are prescribed in this article and the table to this article.

(2) On occasions when salutes are required:

(*a*) the officer in charge of the boat or the coxswain shall salute except in boats so designed that the officer or coxswain is in an inconspicuous position, in which case one of the members of the boat's crew shall be detailed to salute;

(*b*) the senior of the officers in the boat shall also salute when practicable;

(*c*) the salute shall be acknowledged by the officer being saluted except in cases where

(i) he details another officer to return the salute, or

(ii) an officer is not available, when the coxswain of the boat may be detailed to return it.

(3) (*a*) When boats carrying officers of equal rank pass each other salutes shall not be exchanged.

63.76—SALUTES IN BOATS—(Cont'd)

(*b*) All officers shall be saluted by the officer in charge of the boat or the coxswain when getting into or leaving the boat.

(*c*) In private boats, officers and men shall pay and return salutes in accordance with the ordinary rules of courtesy, however, only the officer or man in the most convenient position need salute.

(*d*) In addition to saluting, special marks of respect shall be paid to royal and important personages and senior officers as prescribed in the table to this article.

(4) Marks of respect shall be paid:

(*a*) by all boats

(i) during the hoisting and lowering of colours,

(ii) during the firing of gun salutes, and

(iii) when passing a boat containing a service funeral party with the body; and

(*b*) except as prescribed in (*a*) of this paragraph, only by boats carrying as passengers, officers junior to the personage or officer passing.

(5) In boats fitted with crutches, oars shall not be tossed, the salute being given by laying on oars.

(6) When a boat is alongside a landing place or accommodation ladder or is made fast:

(*a*) in a decked-in power boat, members of the crew who are not engaged in keeping the boat alongside and all passengers shall stand to attention and face in the direction of the personage or officer being saluted;

(*b*) in an open boat of any type, members of the crew who are not engaged in keeping the boat alongside and all passengers shall sit upright and squarely on the thwarts or benches;

(*c*) in any type of boat, the boatkeepers shall sit to attention and the senior man in the boat shall salute.

(C) (1 May 57)

TABLE TO ARTICLE 63.76

No.	Personage or Occasion	When passing			Boat alongside landing place, accommodation ladder or made fast
		Power Boat	Boat under Oars	Boat under Sail	
1.	(a) HM the Queen and members of the Royal Family; (b) equivalent personages of other nations; (c) ambassadors and governors general; and (d) their equivalent in other countries.	Stop engines	Toss oars *	Let fly sheets	Crew called to attention
2.	When flying the flag appropriate to their rank or command in their barges or boats: (a) the Naval Board of Canada, when acting as such; (b) commanders-in-chief, flag officers and commodores; and (c) officers of equivalent rank in the (i) Canadian Army and Royal Canadian Air Force, and (ii) the armed forces of other nations.	Stop engines	Toss oars *	Let fly sheets	Crew called to attention
3.	During the (i) hoisting of colours, (ii) lowering of colours at sunset, and (iii) firing of gun salutes.	Stop engines	Toss oars *	Let fly sheets	Crew called to attention
4.	A boat containing a service funeral party with the body.	Stop engines	Toss oars *	Let fly sheets	Crew called to attention
5.	When not flying a flag or broad pendant; or displaying a red or blue disc: (a) flag officers and commodores; (b) officers of equivalent rank in the (i) army and air force, and (ii) the armed forces of other nations; (c) non-executive officers of the rank of rear-admiral and above.	Reduce speed to slow	Lay on oars	Let fly sheets	Crew called to attention
6.	Flag officers, commodores and officers of equivalent rank in uniform or plain clothes when displaying a white disc.	Reduce speed to slow	Lay on oars	Let fly sheets	Crew called to attention
7.	Any Canadian or other Commonwealth naval officer or a naval officer of another nation, flying a pendant.	Reduce speed to slow	Lay on oars	Let fly sheets	Crew called to attention

* Note:—SINGLE BANKED BOATS LAY ON OARS

(63.77 TO 63.84 INCLUSIVE: NOT ALLOCATED)

Section 7—Funeral Honours

63.85—DEATH OF THE SOVEREIGN OR MEMBER OF THE ROYAL FAMILY

(1) (*a*) On the death of the sovereign, colours in ships and naval establishments shall be half-masted from the day on which intelligence of the death is received until sunset on the day of the funeral.

(*b*) Special ceremonial to be observed shall be communicated from Naval Headquarters.

(2) Ceremonial to be observed on the death of a member of the Royal Family to whom royal honours are accorded shall, subject to special commands from Her Majesty the Queen, be promulgated from Naval Headquarters.

(C) (1 May 57)

63.86—DEATH OF THE SOVEREIGN OR CHIEF OF STATE OF ANOTHER NATION

(1) (*a*) Orders concerning the ceremony to be observed on the death of the sovereign or chief of state of another nation shall be issued from Naval Headquarters on each occasion.

(*b*) The usual procedure to be followed shall consist of colours being half-masted on the day of the funeral only, with the ensign (if available) or national flag of the bereaved nation at the dip on the mainmast.

(*c*) No gun salutes shall be fired unless specially ordered.

(2) (*a*) When ships are in company with a ship, or in a port, of a bereaved nation, they shall conform with the procedure adopted by the ship of the other nation or with the observance of the port.

(*b*) If a ship of the bereaved nation is in a Canadian port, ships shall conform with the procedure adopted by the ship of the bereaved nation.

(*See articles 17.15—"Court Mourning" and 17.16—"Service Mourning".*)

(C) (1 May 57)

63.87—FLAG, GENERAL AND AIR OFFICERS, COMMODORES, BRIGADIERS AND AIR COMMODORES

(1) (*a*) At the funeral of a

(i) flag officer or commodore,

(ii) army officer of or above the rank of brigadier, or

(iii) air force officer of or above the rank of air commodore,

who has died on service, minute guns, not exceeding the number to which the officer was entitled when living, shall be fired while the body is proceeding to the place of interment.

63.87—FLAG, GENERAL AND AIR OFFICERS, COMMODORES, BRIGADIERS AND AIR COMMODORES—(Cont'd)

(*b*) After the body is deposited in the grave or in the sea, a salute of cannon, of the number of guns to which the officer was entitled when living, shall be fired.

(2) (*a*) If the officer has died afloat and is being buried at a place on shore where there is a naval battery, minute guns shall be fired

(i) from the ship when the body is being conveyed to the shore, and

(ii) by the battery while the funeral procession is moving from the landing place to that of interment.

(*b*) The total number of minute guns from the ship and the naval battery, shall not exceed twice the number of guns to which the officer was entitled while living.

(C) (1 May 57)

63.88—CAPTAINS AND COMMANDERS IN COMMAND OF SHIPS

(1) At the funeral of a captain or commander in command of a ship:

(*a*) while the body is proceeding to the place of interment, a salute of seven minute guns; and

(*b*) after the body is deposited in the grave or in the sea, a salute of seven guns;

shall be fired by the ship he commanded. If the ship is alone this procedure shall be ordered by the officer succeeding to the command.

(2) (*a*) The minute guns and salute shall be fired only by the ship the officer commanded, this being done whether the ship is present at the port or place of interment or not.

(*b*) If circumstances do not permit the minute guns being fired by the ship which the officer commanded, they shall not be fired by any other ship in lieu.

(3) If the funeral takes place on shore, the procedure prescribed in article 63.89 shall be carried out in addition.

(C) (1 May 57)

63.89—ALL OFFICERS AND MEN

(1) (*a*) At the funeral of an officer or man of a ship or naval establishment, three volleys of musketry shall be fired over the grave, or over the body when committed to the sea.

(*b*) The salute of guns prescribed in article 63.87 for a flag officer or a commodore, and in 63.88 for a captain or commander of a ship shall be fired in addition.

(*c*) The casket shall be covered with a White Ensign.

(2) On the occasion of all naval funerals, the senior officer present shall, subject to the number of officers and men at his disposal, regulate the strength and composition of the funeral and firing parties in accordance with the table prescribed in the R.N. Handbook of Parade and Rifle Drill (BR 1834).

(*See article 17.17—"Other Cases of Mourning".*)

(C) (1 May 57)

63.90—CIVIL OFFICIALS

(1) The same number of guns a civil official was entitled to as a salute while living shall be fired as minute guns while his funeral procession is proceeding to the burial ground.

(2) Guns shall not be fired at the funeral of an official who was not entitled to salutes of cannon while living.

(C) (1 May 57)

63.91—FUNERAL HONOURS

(1) Honours shall be paid officially only at the funerals of officers and men who have died on service, and whose bodies are:

(*a*) committed to the sea;

(*b*) buried within the precincts of a naval port; or

(*c*) buried at the place where the ship is lying.

(2) The Chief of the Naval Staff may, at his discretion, authorize the rendering of honours at the funeral of officers who have held certain high appointments.

(3) When the rendering of honours at the funeral of naval personnel who have died on service is precluded under (1) of this article, application may be made, or relatives applying may be referred to, the local army or air force authorities, who are authorized to render honours whenever possible, provided that:

(*a*) no public expense beyond the value of the blank ammunition fired is incurred; and

(*b*) the place of the funeral is within a reasonable distance.

(4) (*a*) The following may be supplied, if desired, at the funeral of an officer who is pensioned or on the retired list, or of a pensioned man in possession of a war or long service medal,

(i) gun-carriage,

(ii) bugler,

(iii) bearer party, and

(iv) men to drag the gun carriage.

(*b*) This privilege shall, however, be granted only within the precincts of a naval port and on condition that

(i) there is no interference with service duties,

(ii) no expense to the public is entailed, and

(iii) the services of the men in the bearer and gun-carriage parties are entirely voluntary.

(C) (1 May 57)

63.92—HALF-MASTING COLOURS AND FLAGS

(1) For a funeral on shore, colours shall be half-masted at the time that the funeral procession is due to leave the place where the body has been lying and re-hoisted when sufficient time has elapsed for the interment.

(2) For a funeral at sea, colours shall be half-masted when a body is removed from where it has been lying and rehoisted when the funeral service is ended.

63.92—HALF-MASTING COLOURS AND FLAGS—(Cont'd)

(3) (*a*) When a body leaves a ship for interment on shore the colours shall be lowered when the body is removed from where it has been lying on board the ship and re-hoisted when sufficient time has elapsed for interment.

(*b*) When a body is being removed from a ship to await interment, colours shall not be half-masted. The boat conveying the body shall, however, fly a boat's ensign at half-mast.

(4) (*a*) When colours (ensign and jack) are ordered to be half-masted throughout the day, they shall

(i) at "colours", be hoisted close up and immediately dipped to half-mast,

(ii) at sunset, be hoisted close up then hauled down in the usual manner.

(*b*) Ships whose colours are at half-mast should not normally acknowledge salutes by merchant vessels but if for any reason it is considered necessary, the ensign should be hauled close up, dipped, re-hoisted close up then half-masted.

(5) Ships approaching or leaving an anchorage where any other ships:

(*a*) have their colours at half-mast; or

(*b*) are wearing a foreign national flag at half-mast at the main;

shall, while within sight of ships in port, half-mast their own colours or hoist or keep the foreign national flag at half-mast.

(6) (*a*) On the death, other than in battle, of a flag officer or commodore whose flag or broad pendant is flying in a ship or naval establishment, his flag shall be lowered and kept at half-mast until sunset on the day of the funeral when it shall be hoisted close up then finally struck.

(*b*) If the funeral is to take place at a distance from the ship or port in which the flag is flying, the flag shall be kept at half-mast until sunset on the day on which the body is removed from the ship or port for burial.

(C) (1 May 57)

(63.93 TO 63.98 INCLUSIVE: NOT ALLOCATED)

Section 8—Table of Salutes and Honours

63.99—TABLE OF SALUTES AND HONOURS

(1) The salutes and honours which shall be paid to various Canadian, Commonwealth and other authorities, officials and officers are prescribed in the table to this article.

(2) Reference should be made to chapters 62 and 63 for detailed instructions, especially in regard to foreign authorities. Detailed instructions in regard to Commonwealth authorities are contained in The Queen's Regulations and Admiralty Instructions.

(3) Care should be taken to avoid excessive saluting and paying of marks of respect in order that those entitled to salutes and marks of respect shall not be slighted nor will any precedent be established that will be difficult to maintain.

(C) (1 May 57)

TABLE TO ARTICLE 63.99

1	2	3	4	5	6	7			8	9	10	11	12	13
						FLAG FLOWN								
Item	Authority	Gun Salute	Bugle	Musical Salute	Pipe	(a) Flag	(b) From	(c) During	Flags Displaced	Dress Ship	Guard	Occasion For Gun Salutes (*articles*)	Limits	Remarks
1	H.M. the Queen	21	Alert	National Anthem or General Salute	Yes	Royal Standard Lord High Admiral Union Flag	Main Fore Mizzen	Visit or when embarked When embarked When embarked	All	Yes	Royal	63.01 63.11 63.14 63.18 63.19 63.21 63.42	None	
2	H.R.H. the Duke of Edinburgh	21	Alert	1st 6 bars of National Anthem or General Salute	Yes—if in naval uniform	Personal Standard	Main	Visit	None	Yes	Royal	63.01 63.12 63.14 63.18 63.19 63.21 63.42	None	
3	H.M. Queen Elizabeth the Queen Mother	21	Alert	National Anthem or General Salute	No	Personal Standard	Main	Visit	None	Yes	Royal	63.01 63.12 63.14 63.15 63.19 63.21 63.42	None	
4	Other members of the Royal Family	21	Alert	1st 6 bars of National Anthem or General Salute	Yes—if in naval uniform of captain or above	Personal Standard	Main	Visit	None	Yes	Royal	63.01 63.12 63.14 63.15 63.21 63.42	None	
5	Foreign sovereigns, presidents of republics, chiefs of state and members of foreign reigning families	21	Alert	Foreign national anthem in full or General Salute	Yes—if in naval uniform	National Ensign	Main	Visit	None	Yes	Royal	63.01 63.02 63.14 63.18 63.19 63.20 63.21 63.35 63.42	None	

TABLE TO ARTICLE 63.99—(Cont'd)

1	2	3	4	5	6	7			8	9	10	11	12	13
						FLAG FLOWN								
Item	Authority	Gun Salute	Bugle	Musical Salute	Pipe	(a) Flag	(b) From	(c) During	Flags Displaced	Dress Ship	Guard	Occasion For Gun Salutes (*articles*)	Limits	Remarks
6	Governor General of Canada & Commonwealth countries	21	Alert	1st 6 bars of National Anthem or General Salute	Only if in naval uniof Captain or above	Governor General's Flag Appropriate Naval Board Flag	Main Fore	Visit or when embarked When embarked	All	Yes	Royal	63.01 63.16 63.42	Limits of jurisdiction	The Governor General of the Sudan is saluted as for a Governor
7	Ambassadors extraordinary and plenipotentiary & nuncio	19	Alert	No	No	Ensign appropriate to the country	Fore	Salute	None	No	No	63.02 63.29 63.34 63.35 63.42	None	See Note (ii)
8	Governor of North Ireland	19	Alert	1st 6 bars of National Anthem	No	Governor's Flag	Fore	Visit or when embarked	None	Yes	Yes	63.34 63.42	Limits of jurisdiction	
9	Envoy extraordinary, minister plenipotentiary & internuncio	17	Alert	No	No	Ensign appropriate to the country	Fore	Salute	None	No	No	63.02 63.29 63.34 63.35 63.42	None	See Note (ii)
10	Governor or high commissioner if administering the government	17	Alert	No	No	Red Ensign appropriate to the country	Fore	Salute	None	No	No	63.34 63.42	Those of his government	See Notes (i), (ii) & (iv)
11	Minister of National Defence Canada, Ministers of Defence of Commonwealth countries, First Lord of the Admiralty, Secretaries of State for Air or War	17	Alert	First four & last four bars of chorus of "O Canada"	No						Yes	63.42	Within the Commonwealth	

TABLE TO ARTICLE 63.99—(Cont'd)

1	2	3	4	5	6	7			8	9	10	11	12	13
						FLAG FLOWN								
Item	Authority	Gun Salute	Bugle	Musical Salute	Pipe	(a) Flag	(b) From	(c) During	Flags Displaced	Dress Ship	Guard	Occasion For Gun Salutes (*articles*)	Limits	Remarks
12	Lieutenant-Governor of a Canadian province	15	Alert	1st 6 bars of National Anthem or General Salute	Only if in naval uniform of captain or above	Lieutenant-Governor's	Fore	Salute	None	No	Royal	63.17 63.42	Limits of jurisdiction	
13	Ministers—resident	15	Alert	No	No	Red Ensign appropriate to country	Fore	Salute	None	No	No	63.34 63.42	Country to which he is accredited	See Notes (ii) & (v)
14	Charges d'Affaires or a subordinate diplomatic agent left in charge of a mission	13	Alert	No	No	Red Ensign appropriate to country	Fore	Salute	None	No	No	63.02 63.29 63.34 63.42	Only in port of consulate	See Note (ii)
15A	Consul-General	13	Alert	No	No	Blue Ensign appropriate to country	Fore	Salute	None	No	No	63.02 63.29 63.34 63.42	Only in port of consulate	See Notes (ii) & (iii)
15B	Consul or consular agents	7	No	No	No	Blue Ensign appropriate to country	Fore	Salute	None	No	No		Only in port of consulate	See Note (ii)
16	Government diplomatic & consular officials not otherwise prescribed for	Honours corresponding to equivalent canadian positions												See Note (ii)
17	Commonwealth prime ministers		Alert								Yes		None	
18	Other ministers of cabinet rank		Alert											

TABLE TO ARTICLE 63.99—(Cont'd)

1	2	3	4	5	6	7			8	9	10	11	12	13
						FLAG FLOWN								
Item	Authority	Gun Salute	Bugle	Musical Salute	Pipe	(a) Flag	(b) From	(c) During	Flags Displaced	Dress Ship	Guard	Occasion For Gun Salutes (*articles*)	Limits	Remarks
19	Lord Mayors & mayors		Alert											
19A	Defence Council	19	Yes	First & Last 4 bars of chorus of "O Canada" or General Salute	Naval members only if in uniform						Yes	63.34 63.42	None	When acting as a corporate body only
20	Naval Board of Canada, Board of Admiralty, and Naval Boards of Commonwealth Countries	See Column 13	Alert	1st & Last 4 Bars of Chorus of "O Canada" or General Salute	Yes, if in uniform	Admiralty or Naval Board Flag	Main	Visit	All	No	Yes	63.33 63.42 63.43	None	When acting as a board, Board of Admiralty-19 guns; Naval Board of Canada-15 guns; Naval Boards of Commonwealth countries—15 guns
21	Chief of the Naval Staff, The First Sea Lord, or corresponding officers of Commonwealth navies	As appropriate to rank	Alert	First & Last 4 Bars of Chorus of "O Canada" or General Salute	Yes, if in uniform						Yes	63.33 63.34 63.42		
22	Flag officers and commodores entitled to fly a flag or broad pendant	As appropriate to rank	Alert	Senior Officers in Chief Command, and C-in-C's First & Last 4 bars of "O Canada" otherwise first & last 2 bars of "Maple Leaf"	Yes, if in uniform						Yes	63.27 63.28 63.30 63.31 63.33 63.34 63.42		Gun salutes are accorded as follows: admiral of the fleet—19 guns admiral—17 guns; vice-admiral—15 guns; rear admiral—13 guns; commodore-11 guns.

TABLE TO ARTICLE 63.99—(Cont'd)

1	2	3	4	5	6	7			8	9	10	11	12	13
						FLAG FLOWN								
Item	Authority	Gun Salute	Bugle	Musical Salute	Pipe	(a) Flag	(b) From	(c) During	Flags Displaced	Dress Ship	Guard	Occasion For Gun Salutes (*articles*)	Limits	Remarks
23	Flag officers and commodores not entitled to fly a flag or broad pendant	*None	Alert	*None	Yes, if in uniform						No			*Received in same manner as shown in item 22 when making a formal inspection or attending a court martial as president or member
24	Heads of engineering, supply and secretariat branches		Alert	First & last 2 bars of "Maple Leaf"	Yes, if in uniform and a commodore or above						Yes			When making a formal inspection of a ship or naval establishment commanded by an officer of their own branch
25	General officer commanding or air officer commanding	As appropriate to rank	Alert	"C'est L'aviron" or General Salute	No	General Officer's Flag or RCAF Ensign	Fore	Salute	None	No	Yes	63.29 63.30 63.34 63.42	None	
26	Field marshal, marshal of the air force	19	Alert	"C'est L'aviron" or General Salute	No	Canadian Red or RCAF Ensign	Fore	Salute	None	No	Yes	63.29 63.30 63.34 63.42	None	
27	General or air chief marshal	17	Alert	"C'est L'aviron" or General Salute	No	Canadian Red or RCAF Ensign	Fore	Salute	None	No	Yes	63.29 63.30 63.34 63.42	None	
28	(a) Lieutenant general or air marshal (b) Major General & air vice-marshal (c) Brigadier & air commodore	(a) 15 (b) 13 (c) 11	Alert	"C'est L'aviron" or General Salute	No	Canadian Red or RCAF Ensign	Fore	Salute	None	No	Yes	63.29 63.30 63.34 63.42	None	

TABLE TO ARTICLE 63.99—(Cont'd)

1	2	3	4	5	6	7			8	9	10	11	12	13
						FLAG FLOWN								
Item	Authority	Gun Salute	Bugle	Musical Salute	Pipe	(a) Flag	(b) From	(c) During	Flags Displaced	Dress Ship	Guard	Occasion For Gun Salutes (*articles*)	Limits	Remarks
29	Members of a court martial of commander's rank and above		No	No	Yes						Yes			Guard presents arms only to the president.
30	Officers in command of HMC sea-going ships	7	No	No	Yes						See Col. 13	63.42		Received with a guard if of captain's rank and flying a pendant
31	Officers in command of naval establishments commissioned as HMC Ship	No	No	No	No						See Col. 13			Received with a guard if of captain's rank and flying a pendant
32	Officer of the guard with pendant flying		No	No	Yes	None			None	No	No		None	
33	Officers of the navy, army or air force of other nations		Honours corresponding to equivalent Canadian rank — naval officers of all non-Commonwealth countries, in uniform, are piped at all hours.											
34	Officials or officers of other nations not otherwise prescribed for		Honours at the discretion of the Senior Officer present — such honours normally shall be those accorded the official or officer when officially visiting a ship of his own nation except that a gun salute, if prescribed, shall not exceed 19 guns.											

NOTES

(i) Item 10—High Commissioners of Commonwealth Countries (other than those administering a government) and their deputies are not entitled to a gun salute or reception with a guard, but are to be received on board with the "Alert". The High Commissioner of the Western Pacific shall be entitled to the same number of guns outside the precincts of his government but within the limits embraced by his commission.

(ii) When saluting non-naval authorities of other Commonwealth countries for whom no special distinguishing flags are authorized, commanding officers shall be guided by article 62.52 (Table).

(iii) Foreign warships accord consuls-general a salute of 11 guns only and this number will be accorded by Canadian ships to foreign consuls-general.

(iv) The Lieutenant-Governors of the Channel Islands and the Isle of Man are saluted and treated in all respects as a Governor. The Administrator of the Northern Territory of Australia ranks as a Lieutenant-Governor for salutes and visits.

(v) The British Resident Minister, Zanzibar ranks and is received in all respects as a Governor.

(vi) In all matters concerning Burma, Thailand, Indo-China and Indonesia, the Commissioner-General for the UK in South-East Asia holds the personal rank of Ambassador.

CHAPTER 64

INTERNATIONAL RELATIONS

(*Refer carefully to article 1.02* (*Definitions*) *when reading every regulation in this chapter.*)

64.01—GENERAL

The purpose of this chapter is to provide a guide for officers and men in their conduct and observance of the laws, customs and procedures which have been followed in the past and which should be followed in the future unless the officers and men concerned have general or specific instructions to the contrary.

(C)

64.02—CANADIAN CITIZENS

The provisions governing Canadian citizenship are contained in *The Canadian Citizenship Act.*

(*See 1946 Statutes of Canada—Chapter 15 as amended.*)

(C)

64.03—NEUTRALITY

When nations at peace with Canada are in a state of war, or engaged in hostilities, the Senior Officer present shall ensure that all officers and men under his command:

(*a*) observe a strict and impartial neutrality between the contending parties; and

(*b*) respect unreservedly the just exercise of their belligerent rights.

(C)

64.04—RESPECT OF TERRITORIAL LIMITS

(1) The Senior Officer present shall ensure that the territorial limits of nations at peace with Canada are scrupulously respected by the ships and aircraft under his command.

(2) He shall ensure that while in the territorial waters or air over the territory of such nation, ships or aircraft under his command do not exercise authority over persons, ships or other vessels, aircraft, or goods, not belonging to the navy.

(3) He shall not allow persons under his command to engage in:

(*a*) gun firing; or

(*b*) flights in aircraft of the navy; or

(*c*) hydrographic survey; or

(*d*) practices;

within or over the waters or territory of such nation without the permission of the requisite authorities for each place and occasion.

(C)

64.05—ENTRY INTO NEUTRAL PORTS

(1) Subject to any limit which neutral authorities may place upon the number of belligerent ships to be admitted into any one of their ports at the same time, when Canada is at war the Senior Officer present may enter a neutral port with his ship or ships for the purpose of:

(*a*) taking shelter from the enemy; or

(*b*) taking shelter from the weather; or

(*c*) obtaining provisions or repairs that are urgently required.

(2) He shall submit to any regulations made by the local authorities respecting the:

(*a*) place of anchorage;

(*b*) limitation of length of stay in the port;

(*c*) interval to elapse after a hostile man-of-war or other vessel has left the port before his ships may leave in pursuit; and

(*d*) matters of like character.

(3) He shall abstain from any acts of hostility towards the:

(*a*) subjects;

(*b*) men-of-war;

(*c*) vessels; and

(*d*) other property

of the enemy that he finds in the neutral port.

(4) He shall also abstain from:

(*a*) increasing the number of his guns;

(*b*) procuring military stores; and

(*c*) augmenting his crew, even by the enrolment of Canadian citizens or other British subjects.

(C)

64.06—PROTECTION OF CANADIAN CITIZENS

(1) The Senior Officer present shall limit protection of Canadian citizens in foreign territory to:

(*a*) granting them an asylum on board ship; and

(*b*) securing them an escape from shore by boats, when their departure is a measure of necessary precaution.

(2) He shall not interfere by landing an armed force unless the lives or property of Canadian citizens are actually in danger from violence which cannot otherwise be controlled.

(3) The protection afforded to Canadian citizens under this article may be made available to other British subjects.

(C)

64.07—PROTECTION OF CANADIAN AND OTHER BRITISH SHIPS IN FOREIGN PORTS

(1) The Senior Officer present shall give all practicable protection in foreign ports to Canadian ships and to ships of the other nations of the Commonwealth.

(2) They shall be protected by force only against actual and wrongful violence and where remonstrance with local authorities has failed.

(*See articles 64.08—"Coercion of Canadian or other British Merchant Ship", 64.11—"Remonstrance with Foreign Civil Authorities, and 64.15—"Landing Armed Men".*)

(C)

64.08—COERCION OF CANADIAN OR OTHER BRITISH MERCHANT SHIP

(1) If any Canadian merchant ship, the nationality of which is unquestioned, is coerced while in a foreign port into the conveyance of troops or any other hostile act, and there is no diplomatic or consular authority present at the port representing Canada, or the United Kingdom, the Senior Officer present shall, in order to ensure her release or exemption:

(*a*) remonstrate with the local authorities; and

(*b*) take all further steps in accordance with K.R.C.N. that the case demands.

(2) When there is no diplomatic or consular authority present at the port representing a nation of the Commonwealth, the Senior Officer may give protection to ships of any nation of the Commonwealth under the conditions and in the manner prescribed in (1) of this article.

(C)

64.09—REFUGEES

(1) The Captain of one of His Majesty's Canadian Ships while in a foreign port shall not receive on board persons, even though they are Canadian nationals, who are seeking refuge for the purpose of evading the criminal laws of a foreign nation to which they have become amenable.

(2) Subject to (1) of this article, during political disturbances or popular tumults, refuge may be afforded to Canadian nationals and other British subjects.

(3) (*a*) During political disturbances or popular tumults, refuge may be afforded to citizens or subjects of foreign nations who are flying from imminent personal danger.

(*b*) In such cases care shall be taken that the refugees do not carry on correspondence from His Majesty's Canadian Ships, with their partisans.

(*c*) The earliest opportunity shall be taken to transfer the refugees to some place of safety.

(*d*) Except in extreme cases passage shall not be given to the foreign refugees.

64.09—REFUGEES—cont'd.

(4) When circumstances permit, the Senior Officer shall communicate with the nearest available diplomatic or consular officer representing Canada or the United Kingdom, or a Canadian Trade Commissioner, or if none of them is available, the diplomatic or consular representative of one of the other nations of the Commonwealth, before taking steps for the reception of refugees on board his ships.

(*See article 62.24—"Distressed Canadian Nationals and Other Distressed British Subjects."*)

(C)

64.10—COMMUNICATION WITH FOREIGN AUTHORITIES

Communication with foreign authorities or with the foreign consuls at a foreign port shall be made through the diplomatic or consular authority representing Canada or the United Kingdom at the place.

(C)

64.11—REMONSTRANCE WITH FOREIGN CIVIL AUTHORITIES

(1) Unless a diplomatic or consular officer representing Canada or the United Kingdom or another nation of the Commonwealth is unavailable, an officer or man shall not make any remonstrance direct to foreign civil authorities.

(2) In cases where no such diplomatic or consular representatives are available any necessary remonstrance shall be made by the Senior Officer present.

(*See article 64.10*).

(C)

64.12—JOINT ACTION WITH FOREIGN NAVIES

(1) The Senior Officer present may act in concert with foreign naval officers when common interests of nationals are involved.

(2) In such cases officers may act jointly with foreign naval officers so far as amicable representation is concerned, but such concert shall not be carried beyond the limits prescribed for them in cases where Canadian interests alone are concerned, as prescribed in article 64.06 (*Protection of Canadian Citizens*).

(C)

64.13—PROTECTION OF FOREIGNERS

(1) Application for the protection of citizens or subjects of a foreign nation at peace with Canada may be entertained when none of its ships-of-war are present.

(2) (*a*) The application shall be made through the diplomatic or consular authority at the foreign port representing Canada or the United Kingdom, or if none is available, a diplomatic or consular authority of the other nations of the Commonwealth.

64.13—PROTECTION OF FOREIGNERS—cont'd.

(*b*) If no such diplomatic or consular authority is available, the Senior Officer present may take the action that appears to his judgement to be necessary within the limits prescribed in article 64.06 (*Protection of Canadian Citizens*).

(C)

64.14—RECOURSE TO FORCE

(1) When Canada is at peace, unauthorized recourse to force can never be sanctioned, except in peculiar and urgent circumstances that do not admit to the delay which reference to superior authority entails.

(2) The justification of a naval officer who has recourse to force, of necessity depends upon all the attendant circumstances.

(*See article 64.06—"Protection of Canadian Citizens" and article 64.08—"Coercion of Canadian or other British Merchant Ship".*)

(C)

64.15—LANDING ARMED MEN

Subject to article 64.06 (*Protection of Canadian Citizens*) and 64.47 (*Coercion of Canadian or other British Merchant Ship*), no armed force shall be landed on foreign soil from any ship for exercise or any other purpose, without permission of the local authorities.

(C)

64.16—PIRATICAL ACTS AND FOREIGN INSURGENTS

(1) If any armed vessel commits piratical acts or outrages against the vessels and goods of Canadian citizens or other British subjects, or against the nationals of any foreign nation at peace with Canada, the vessel shall be seized and detained by any of His Majesty's Canadian ships falling in with her, and sent, with her master and crew in safe custody together with the necessary witnesses to prove the act or acts, to a port of the Commonwealth or Empire where there is a court of competent jurisdiction for the trial of offences committed on the high seas, to enable them to be dealt with according to law.

(2) In the event of an attack by a ship in possession of foreign insurgents against:

(*a*) their own domestic government;

(*b*) ships of war of that government;

(*c*) merchant ships belonging to their own country; or

(*d*) the cities, ports or people within the territorial limits of their own nation;

His Majesty's Canadian ships have no right to interfere, except as provided in article 64.06 (*Protection of Canadian Citizens*), and then the operation shall be restricted to the acts necessary to attain the precise object in view.

(C)

64.17—DEALINGS WITH FOREIGNERS

(1) In all dealings with foreigners, officers and men shall show an example of moderation and courtesy.

(2) (*a*) They shall preserve a strict neutrality in all cases of civil discussion, and shall not interfere directly or indirectly in any political question which is in agitation.

(*b*) In the absence of a diplomatic or consular officer representing one of the nations of the Commonwealth, the Senior Officer present shall urge upon all British subjects present a like forebearance.

(C)

64.18—LEAVE IN FOREIGN PORTS

(1) The Senior Officer present shall not permit leave to be given to large bodies of men in foreign ports without prior permission of the local authorities.

(2) He shall not allow any measure to be taken for apprehending leave breakers without such permission.

(C)

64.19—CONDUCT IN FOREIGN PORTS

(1) When visits are paid to foreign ports or places, particular care shall be taken to avoid giving any just cause of offense or dissatisfaction to the authorities or other inhabitants.

(2) Due deference shall be shown to:

(*a*) the established rights;

(*b*) local regulations;

(*c*) ceremonies; and

(*d*) customs;

peculiar to the port or place.

(3) Officers and men shall endeavour by their correct conduct to ensure the goodwill and respect of the authorities and other inhabitants.

(C)

64.20—FOREIGN SHIPS IN BRITISH PORTS

When a ship-of-war of a foreign nation at peace with Canada visits a port in the Commonwealth, in which one of His Majesty's Canadian ships is present, care shall be taken that the regulations prescribed in article 64.21 (*Relations with Foreign Officers*) are complied with according to the circumstances.

(C)

64.21—RELATIONS WITH FOREIGN OFFICERS AND MEN

(1) The Senior Officer present shall ensure that all officers and men under his command show in their relation with foreign naval officers and men met with in any port in the British Commonwealth or Empire, the attention and respect to which their rank and condition entitle them.

(2) He shall also ensure that they are offered any assistance of which they stand in need, and as officers and men of a nation at peace with Canada may reasonably expect.

(3) Officers and men who meet foreign naval officers and men in any port in the Commonwealth or Empire, or any foreign port, shall, in addition to fulfilling all the obligations of international courtesy, be careful to avoid causes of offence and to show a high example of deference to the regulations and customs of the port.

(*See article 64.19—"Conduct in Foreign Ports"*).

(C)

64.22—COMMUNICATION OF GOVERNORS OF COLONIES WITH FOREIGN SHIPS OF WAR

Unless he has first been instructed to do so from Naval Headquarters, an officer or man shall not transmit in any manner or personally deliver communications from Governors of British colonies to Captains of foreign men-of-war.

(C)

64.23—ILL-TREATMENT OF CANADIAN OR OTHER BRITISH SEAMEN

(1) (*a*) If it comes to the notice of the Senior Officer present that a seaman who is a Canadian national serving in a foreign merchant ship is being ill-treated, he shall at once inform the nearest consul representing Canada or the United Kingdom, or if none is available, the consul representing another nation of the Commonwealth.

(*b*) If there is no such consular officer available, he shall inform the local authorities of the circumstances.

(2) The protection afforded to Canadian nationals under this article may be made available to other British subjects.

(C)

64.24—DISTRESSED CANADIAN NATIONALS AND OTHER DISTRESSED BRITISH SUBJECTS

(1) No person shall be received on board on one of His Majesty's Canadian Ships as a distressed Canadian national or British subject at a port where there is a consular officer representing Canada or the United Kingdom, or a Canadian Trade Commissioner, or a consular officer representing one of the other nations of the Commonwealth, without a requisition from the appropriate official. (*See articles 64.06—"Protection of Canadian Nations", and 64.09 "Refugees."*)

64.24—DISTRESSED CANADIAN NATIONALS AND OTHER DISTRESSED BRITISH SUBJECTS—cont'd.

(2) If there is no such official present, the Senior Officer shall exercise his discretion in regard to the claim of any applicant for a passage at public expense.

(3) The relief shall only be granted in cases of destitution, and in his request for passage, the distressed person shall state fully in writing the circumstances under which he has requested the passage.

(C)

(64.25 TO 64.30 INCLUSIVE: NOT ALLOCATED)

64.31—FOREIGN SUBMARINES IN CANADIAN WATERS

No foreign submarine or submersible vessel shall be permitted to submerge within, or while submerged to enter, the territorial waters of Canada.

64.32—EXERCISES BY FOREIGN SHIPS OF WAR IN CANADIAN PORTS

(1) Foreign ships of war visiting a port or harbour in Canada shall not carry out:

(*a*) torpedo practices; or

(*b*) gunnery practices; or

(*c*) mining exercises; or

(*d*) searchlight exercises; or

(*e*) exercises with armed boats; or

(*f*) flights in their aircraft; or

(*g*) hydrographic surveys;

without special permission of the Senior Officer of the port, who shall consult with the Officer Commanding the Command or Area Commander.

(2) If there is no naval officer present, permission shall be sought from the Officer Commanding the Command or Area Commander, or failing him, from the Mayor of the port.

(3) Prior to granting such permission, the Senior Officer, the Officer Commanding the Command, the Area Commander, or Mayor of the port shall obtain the approval of the Department.

(C)

64.33—VISITS OF FOREIGN SERVICE AIRCRAFT TO CANADA

If any foreign ship of war proposing to visit a Canadian harbour or port, is accompanied by service aircraft not carried on board, this fact together with the number and type of aircraft shall be required to be stated in the notice of the proposed visit.

(C)

64.34—FLIGHTS OVER CANADIAN TERRITORY BY FOREIGN SERVICE AIRCRAFT

(1) Except where necessary on their arrival and departure with the ships of war they accompany, foreign service aircraft shall not fly over the territory or territorial waters of Canada without the special permission of the Senior Officer of the port, who shall consult with the Officer Commanding the Command or the Area Commander.

(2) If there is no naval officer present, permission shall be sought from the Officer Commanding the Command or Area Commander or failing him, from the mayor of the port.

(3) Prior to granting such permission, the Senior Officer, the Officer Commanding the Command, the Area Commander or Mayor of the port shall obtain the approval of the Department.

(C)

(64.35 TO 64.39 INCLUSIVE: NOT ALLOCATED)

64.40—LIBERTYMEN FROM FOREIGN SHIPS OF WAR

(1) Captains of foreign ships of war at a Canadian port may grant leave to unarmed men for the purpose of recreation, without the prior approval of the Senior Officer present, or of the local military or civil authorities.

(2) The Senior Officer shall arrange that all facilities are granted that the circumstances permit.

(C)

64.41—SHORE PATROLS FROM FOREIGN SHIPS OF WAR

Unarmed shore patrols from foreign ships of war may be landed in Canadian ports to assist the local police in controlling their libertymen under the conditions of article 64.42.

(C)

64.42—LANDING OF LARGE PARTIES OF FOREIGN NAVAL PERSONNEL AT A CANADIAN PORT

(1) With the prior approval of the Senior Officer present, the Captains of foreign ships of war in Canadian ports may land large numbers of men or bodies of men in military formation.

(2) Before approving a request under (1) of this article the Senior Officer present shall consult with the Officer Commanding the Command or the Area Commander.

(3) If no naval officer is present the Captain of the foreign ship of war shall obtain the permission of the Officer Commanding the Command or Area Commander, or failing him, the Mayor of the port.

(4) When permission is granted the Senior Officer shall arrange that all facilities are granted that circumstances permit.

(C)

64.43—LANDING ARMED PARTIES FROM FOREIGN SHIPS OF WAR FOR FUNERALS OR CEREMONIES

Armed parties may be landed from foreign ships of war in Canadian ports to take part in funerals or public ceremonies under the conditions of article 64.42.

(C)

64.44—WEARING OF SWORDS BY FOREIGN OFFICERS IN CANADIAN PORTS

Officers of foreign ships of war in Canadian ports may wear their swords ashore without the prior permission of local naval, military or civil authorities.

(C)

(64.45 TO 64.99 INCLUSIVE: NOT ALLOCATED)

CHAPTER 65 TO 70 INCLUSIVE: NOT ALLOCATED

CHAPTER 71

REPORTS AND RETURNS

(Refer carefully to article 1.02 (Definitions) when reading every regulation in this chapter.)

Section 1—Introductions and Definitions

(71.0101 TO 71.0199 INCLUSIVE: NOT ALLOCATED)

Section 2—Government and Organization

(71.0201 TO 71.0299 INCLUSIVE: NOT ALLOCATED)

Section 3—Rank, Seniority, Command and Precedence

71.0301—REPORT OF TRANSFER TO ANOTHER SHIP BY A SENIOR OFFICER IN COMMAND

(1) When a flag officer transfers his flag he shall report to Naval Headquarters his proposals regarding the:

(*a*) date of transfer;

(*b*) ship to which the transfer is made; and

(*c*) other officers to be transferred.

(2) When a senior officer in command who is also the Captain of a ship embarks in another ship in his command he shall render a full report of the circumstances to Naval Headquarters. (*See article 3.28—"Officers and Men Lent or Borne—Additional."*)

(C)

71.0302—REPORTS ON SHIPS IN BATTLE

(1) Each senior officer in command and each officer commanding a formation of ships shall at the end of the battle, report the conduct of every ship near him whether she is under his command or not to the Senior Officer in Chief Command.

(2) When an officer makes use of the provisions of (5) of article 3.29 (Extent of Command) he shall report the matter as soon as possible to the Senior Officer in Chief Command and to the Senior Officer in Command to which the ship concerned belongs.
(*See article 3.29—"Extent of Command."*)

(C)

71.0303—REPORT OF INTERFERENCE WITH PREVIOUS ORDERS GIVEN TO A JUNIOR OFFICER

When a senior officer deviates from the provisions of (3) of article 3.29 (*Extent of Command*) he shall forward a full report of the matter to:

(*a*) Naval Headquarters;

(*b*) the Senior Officer in Command of the command to which the junior officer belongs; and

(*c*) the officer from whom the junior officer received his orders.

(*See article 3.29—"Extent of Command"*.)

(C)

(71.0304 TO 71.0399 INCLUSIVE: NOT ALLOCATED)

Section 4—Officers' Duties and Responsibilities

71.0401—SUPERSESSION OF OFFICERS—REPORTS

(1) *Report on Relinquishing Command.* When an officer in command has been superseded, his successor shall report by message that he has assumed command, if as:

(*a*) Senior Officer in Chief Command to
- (i) Naval Headquarters, and
- (ii) to his command; or

(*b*) Senior Officer in Command to
- (i) Naval Headquarters,
- (ii) the Senior Officer in Chief Command, and
- (iii) the command; or

(*c*) Captain of a ship or naval establishment to
- (i) Naval Headquarters,
- (ii) the Senior Officer in Chief Command, and
- (iii) the Senior Officer in command of the combination of ships to which his ship is attached.

(2) *Unexecuted Orders.* When a senior officer in command or the Captain of a ship or establishment is about to be superseded, he shall forward to his Senior Officer a list of all orders that he has received that have not been executed.

(3) *Relief of Captain.* When the Captain is relieved he shall provide the officer who relieves him with:

(*a*) a report from the head of each department showing all existing defects in the department concerned;

(*b*) the latest report of inspection (C.N.S. 425); and

(*c*) the latest report of examination (C.N.S. 180).

71.0401—SUPERSESSION OF OFFICERS—REPORTS—(Cont'd)

If the relieving officer is dissatisfied with the general state of any part of the ship or establishment he shall report the matter to the Senior Officer in Command.

(4) *Musters, Audits, Inspections.* After the musters, audits and inspections prescribed in article 4.07 (Supersession of Officers) have been completed, the officer who is to be superseded shall make a written report of the results to the Captain and shall attach to it a list of all:

(*a*) known defects in materiel and machinery;

(*b*) overdue examinations of materiel and machinery; and

(*c*) discrepancies and errors found in stores and cash accounts;

with a description of the steps taken to remedy the conditions reported.

(5) *Disposal of Reports and Lists.* The report and list prescribed in (3) of this article shall be placed on file and, should they be made by the:

(*a*) Gunnery Officer, a copy of the list shall be inserted in the

(i) Register of Non-Transferable Gun Mountings (Forms S. 1151 or S. 1151a), and

(ii) Memorandum of Inspection of Transferable Gun Mountings (Forms S. 2251 or S. 2251a); or

(*b*) Ordnance Officer, a copy of the list shall be inserted in the appropriate Register or History Sheet of the defective materiel.

(6) *Defects in Machinery Discovered After Supersession.* The officers who conduct the survey prescribed in (9) of article 4.07 (Supersession of Officers) shall jointly prepare a full report of their findings and shall present it to the Captain, who shall attach his remarks and forward it to the Senior Officer in Command for comment and transmission to Naval Headquarters.

(*See article 71.4205—"Defects In And Accidents to Materiel".*)

(*See article 4.07—"Supersession of Officers".*)

(C)

71.0402—RETURN OF COMMAND ORDERS

When a senior officer in chief command issues any general or temporary command orders he shall forward:

(*a*) four copies to Naval Headquarters; and

(*b*) two copies to the Director of Publications and Printing, Ottawa.

(*See article 4.12—"Command Orders."*)

(C)

71.0403—REPORTS ON EFFICIENCY OF SHIPS

(1) When the Senior Officer in Command observes that a ship under his command has displayed a marked degree of efficiency in an exercise, he shall forward a report of the matter to Naval Headquarters in which he shall state the names of the officers to whose efforts the good results are considered due.

(2) When the Senior Officer in Command has ordered a Board of Inquiry to investigate the inefficiency of a ship under his command, on completion of the inquiry he shall forward to Naval Headquarters:

(*a*) the findings of the Board of Inquiry;

(*b*) the minutes of the evidence; and

(*c*) his own remarks on and opinion of the conclusions of the Board of Inquiry.

(*See article 4.15—"Efficiency of Ships."*)

(C)

(71.0404: NOT ALLOCATED)

71.0405—REPORTS OF PROCEEDINGS

(1) The Senior Officer in Chief Command, the Senior Officer in Command and the Captain of a ship or fleet establishment shall render Reports of Proceedings monthly by ceremonial letter. The report shall include, in concise form, all items of intelligence and outstanding events which require permanent record, and which are not the subject of a separate communication. For ease of reference the paragraphs of the ceremonial letter shall be numbered. (*See article 2.37 of the Correspondence Manual.*)

(2) A Senior Officer in Chief Command shall report his proceedings to Naval Headquarters.

(3) A senior officer not in chief command or a Captain of a ship or fleet establishment shall report his proceedings to the officer under whose orders he is placed, or if not under the orders of any officer, to Naval Headquarters.

(4) When an officer receives a report of proceedings under (3) of this article, he shall forward the report together with his comments to the officer under whose orders he is placed, or if not under the orders of any officer, to Naval Headquarters.

(5) Reports of proceedings are intended only for information. Matters which require an answer or further action by higher authority shall be dealt with separately, a brief reference only being made to them in the report of proceedings to provide a complete narrative of the period under review and to indicate that separate action is being taken.

(6) (*a*) Appendices shall be used only when it is considered essential to list more detailed information which is not the subject of a separate communication.

(*b*) Detailed reports of activities from schools and departments will be requested separately as required by Naval Headquarters.

(7) Reports of proceedings shall be forwarded to reach Naval Headquarters, in quadruplicate, as soon as possible after the end of the month.

(C) (1 Jan 54)

71.0406—REPORTS OF EXERCISES

(1) Commanding Officers of ships and naval air squadrons participating in naval, inter-service, or international tactical and training exercises, shall forward details of their participation in such exercises to the Senior Canadian Naval Officer Present.

(2) The Senior Canadian Naval Officer Present shall co-ordinate and forward these reports to the RCN Senior Officer in Chief Command, including:

(*a*) a brief narrative of events;

(*b*) personal observations;

(*c*) lessons learned; and

(*d*) recommendations.

(3) The Senior Officer in Chief Command shall forward in duplicate to Naval Headquarters reports of all such tactical and training exercises, together with general remarks and recommendations.

(4) These instructions do not apply to routine training exercises, or to exercises included in ships' working-up programmes.

(C) (15 Jun 53)

Section 5—Duties, Responsibilities and Privileges of Men

71.0501—REPORT OF MEN RECOMMENDED FOR INSTRUCTIONAL DUTY

The Captain shall forward the name of any man who demonstrates that he possesses outstanding ability for instructional duty to the Officer-in-Charge of the appropriate R.C.N. Depot.

(*See article 5.03—"Selection of Men for Instructional Duty".*)

(C)

(71.0502 TO 71.0599 INCLUSIVE: NOT ALLOCATED)

Section 6—Enrolment

(71.0601 TO 71.0699 INCLUSIVE: NOT ALLOCATED)

Section 7—Officers' Appointments

71.0701—APPLICATION TO CHANGE AN APPOINTMENT

(1) When an officer wishes to change an appointment under the provisions of:

(*a*) article 7.25 (Application for a Particular Appointment); or

(*b*) article 7.26 (Application to Have Appointment Cancelled); or

(*c*) article 7.27 (Exchange of Appointment);

he shall make application in writing to his Captain, who shall forward the application together with his recommendations to Naval Headquarters.

71.0701—APPLICATION TO CHANGE AN APPOINTMENT—(Cont'd)

(2) No application made under articles 7.25, 7.26, or 7.27 shall be considered unless the Captain certifies in writing that he is satisfied with the conduct of the officer and that the application is not forwarded for the purpose of removing him from the ship or establishment on account of inefficiency, unsuitability or misconduct.

(C)

(71.0702 TO 71.0799 INCLUSIVE: NOT ALLOCATED)

Section 8—Not Allocated

(71.0801 TO 71.0899 INCLUSIVE: NOT ALLOCATED)

Section 9—Reserve Training

71.0901—REPORTS OF TRAINING—RESERVES

(1) When no part of the navy is on active service by reason of an emergency, the reports of training of officers and men of the Reserves prescribed in this article shall be forwarded to the Senior Officer in Chief Command responsible for the administration of naval divisions and the other authorities named. *(22 Oct 56)*

Section 8—Not Allocated

(71.0801 TO 71.0899 INCLUSIVE: NOT ALLOCATED)

Section 9—Reserve Training

71.0901—REPORTS OF TRAINING—RESERVES

(1) When no part of the navy is on active service by reason of an emergency, the reports of training of officers and men of the Reserves prescribed in this article shall be forwarded to Naval Headquarters and the other authorities named.

71.0901—REPORTS OF TRAINING—RESERVES—(Cont'd)

(2) At the end of each training year, the Senior Officer in Chief Command shall forward a report of the training performed by officers and men of the Reserves in his command during the preceding year. The report shall include:

(*a*) a summary of the training performed;

(*b*) the number of officers who qualified for

(i) promotion,

(ii) confirmation in rank, and

(iii) specialist status;

(*c*) the number of men who qualified for

(i) promotion, and

(ii) advancement;

(*d*) a summary by Naval Divisions of the efficiency assessments of men;

(*e*) remarks on

(i) the dress and appearance of,

(ii) the apparent effect of training at each Naval Division on, and

(iii) observations made about,

the officers and men of each Naval Division; and

(*f*) other items of interest concerning the training of the Reserves.

(3) The Captain of a ship or fleet establishment in which an officer or man of the Reserves has performed any training shall complete and forward in the case of:

(*a*) an officer, the Report of Officers of the Reserves Borne for Training (Form N.R. 8);

(*b*) a man, the Training Report prescribed for his rate; and

(*c*) a naval cadet in the University Naval Training Division the

(i) Record of Cadet Service prescribed for his branch (Form C.N.E. 191 or 192), and

(ii) Report of Naval Training and Special Duty for Cadets (Form N.R. 28).

A copy of the Training Report of a man shall be forwarded to the Captain of the Naval Division to which he belongs. A copy of the reports of a naval cadet in the University Naval Training Division shall be sent to his commanding officer in the university to which he belongs.

(4) The Captain of each Naval Division shall forward a quarterly report of drills attended at Divisional Headquarters (Form N.V. 34).

(*See article 9.01—"Training of Reserves—General".*)

(C)

71.0902—REPORT TO CAPTAIN ON COMPLETION OF TRAINING

An officer or man on completion of Naval Training or Special Duty or of both shall inform the Captain of his Naval Division within forty-eight hours:

(*a*) of his return home; or

71.0902—REPORT TO CAPTAIN ON COMPLETION OF TRAINING—(Cont'd)

(*b*) if he is a member of the Merchant Navy proceeding directly to his ship, of his return to his ship.

(*See articles 9.02—"Naval Training" and 9.04—"Special Duty".*)

(C)

71.0903—REPORTS OF POSTPONEMENT OF AN EXEMPTION FROM NAVAL TRAINING

(1) The Captain of a Naval Division shall forward to the Senior Officer in Chief Command at the end of each month a report of all exemptions from and postponements of Naval Training that he has approved during the month. (*22 Oct 56*)

(2) When the Captain of the ship or establishment in which he is performing Naval Training grants an officer or man partial exemption from that training, he shall inform the Senior Officer in Chief Command and the Captain of the officer's or man's Naval Division of the circumstances. The Captain of the Naval Division shall: (*22 Oct 56*)

(*a*) investigate the reported circumstance;

(*b*) if the reason for granting exemption involves the illness of any person, obtain a medical certificate stating the nature and severity of the illness; and

(*c*) forward to the Senior Officer in Chief Command a report with, where applicable, the medical certificate attached. (*22 Oct 56*)

(3) Whenever exemption from or postponement of Naval Training appears to have been applied for fraudulently, the Captain to whom the application was made shall forward a report of the matter to the Senior Officer in Chief Command. (*22 Oct 56*)

(*See article 9.03—"Naval Training—Postponement and Exemption".*)

(C)

71.0904—APPLICATIONS FOR AND REPORTS OF ATTENDANCE AT LOCAL COURSES BY RESERVES

When the Captain of a Naval Division wishes to send any officer or man to attend a locally given course at public expense he shall apply to the Senior Officer in Chief Command for permission to do so and he shall: (*30 Apr 56*)

(*a*) when applying for approval for officers or men to undergo an engineering course, attach the syllabus to the application and state the

(i) length of the course,

(ii) number of lectures,

(iii) cost, and

(iv) certificate which successful candidates will obtain;

(*b*) on receipt of approval for officers or men to undergo a course, forward to the Senior Officer in Chief Command the names of the recommended candidates; and (*30 Apr 56*)

(*c*) on completion of a course, forward the results obtained by each officer or man.

(*See article 9.07—"Divisional Drills—Supplementary Instructions".*)

(C)

71.0905—APPLICATION FOR AND REPORT OF TRAINING OF MEN OF THE ROYAL FLEET RESERVE

(1) Particulars of any training arranged for a man of the Royal Fleet Reserve shall be forwarded by Naval Headquarters to the Captain of the ship or fleet establishment in which the man is ordered to report together with a blank report of drill performed. (Form B. 125).

(2) When a man of the Royal Fleet Reserve has completed his training, the Captain shall complete the report of drill performed and forward it to Naval Headquarters. (*See article 9.13—"Training of Men of the Royal Fleet Reserve".*)

(C)

(71.0906 TO 71.0999 INCLUSIVE: NOT ALLOCATED)

Section 10 — Transfer and Duty Ontside the Navy

71.1001—APPLICATION TO TRANSFER FROM A BRANCH OR TRADE

(1) When an officer desires to transfer from one branch to another branch, he shall forward the request in writing to his Captain. The Captain shall forward the officer's request together with his own remarks and recommendation to Naval Headquarters. When the Captain recommends that the transfer should be made he shall include a statement that the application is not forwarded for the purpose of removing the officer from the ship or establishment under his command on account of the inefficiency, unsuitability or misconduct of the officer.

(2) When a man requests to transfer from one branch or trade to another branch or trade the Captain shall, if he recommends the transfer, forward to the proper authority designated in article 10.08 (Voluntary Transfer From a Branch or Trade):

(*a*) his own remarks and recommendations;

(*b*) the man's

(i) service record,

(ii) conduct sheet and, when applicable,

(iii) history sheet; and

(*c*) when the reason for requesting transfer is based on experience gained prior to enrolment in the navy, documentary proof of former training, experience and ability.

(*See articles 10.09—"Conditions of Transfer Between Branches—Officers" and 10.10—"Conditions of Transfer Between Branches and Trades—Men".*)

(C)

(71.1002 TO 71.1099 INCLUSIVE: NOT ALLOCATED)

Section 11—Promotion, Reduction and Reversion—General

(71.1101 TO 71.1199 INCLUSIVE: NOT ALLOCATED)

Section 12—Promotion of Officers

71.1201—RECOMMENDATIONS FOR PROMOTION

(1) Reports covering recommendations for promotion of officers shall be forwarded to Naval Headquarters through the Senior Officer in Command, when applicable, and the Senior Officer in Chief Command in time to reach Naval Headquarters before:

(*a*) 1 May and 1 November each year in the case of officers described in (5)(*a*) and (6) of this article;

(*b*) 1 February and 1 August each year in the case of commissioned officers (branch); and

(*c*) 15 January each year in the case of officers described in (5)(*d*) of this article.

(2) In considering all reports on officers, the Senior Officer in Command, when applicable, and the Senior Officer in Chief Command shall add their own opinions concerning the officer on whom the report is made.

(3) Reports shall be made in the case of:

(*a*) a commodore serving under a senior officer in command, by the Senior Officer in Command;

(*b*) an officer in command of a ship or naval establishment by the Senior Officer in Command when applicable, or the Senior Officer in Chief Command;

(*c*) an officer on the staff of a flag officer or commodore, by the Flag Officer or Commodore;

(*d*) an officer serving in a ship or naval establishment, by the Captain;

(*e*) an officer on detached duty, or who is borne in a fleet establishment for pay and time only, by the Captain under whom the officer is actually serving; and

(*f*) an officer serving at Naval Headquarters, by the head of the department in which the officer is serving.

(4) Reports shall be rendered for all officers on form CNS 206.

(5) Reports shall be rendered as prescribed in (1) of this article, on all officers of the Regular Force, other than those appointed to a commission for a fixed term, who

(*a*) come within the zones prescribed in Naval General Orders for promotion to

(i) rear admiral,

(ii) commodore,

(iii) captain, and

(iv) commander; or

71.1201—RECOMMENDATIONS FOR PROMOTION—(Cont'd)

(*b*) are recommended for promotion from branch officer to lieutenant at any time after confirmation as commissioned officer (branch); or

(*c*) are recommended for promotion from commissioned officer (branch) to lieutenant*, at any time after attaining six years' seniority in the rank of commissioned officer (branch); or

(*d*) have a minimum of six years' seniority as a lieutenant and are subject to selective promotion to lieutenant-commander. *(25 Jun 57)*

(6) Reports shall be rendered as prescribed in (1) of this article on all officers of the active list of the Reserves of the rank of lieutenant commander and above who:

(*a*) are fully qualified in accordance with article 12.53 (Captain) or 12.54 (Commander); or

(*b*) are specially recommended for immediate promotion although not fully qualified.

(7) Officers of the Royal Navy, the navy of one of the other nations of the Commonwealth, or the naval reserve force of one of these nations, when serving with the navy and eligible for promotion, shall be reported on in the same manner and on the same occasions as prescribed in this article for officers of the Regular Force and Reserves.

(8) To ensure that all officers eligible for promotion are considered, reporting officers shall include with reports on officers recommended, a list of those eligible and whom they are not recommending for promotion.

(9) When any part of the navy is on active service by reason of an emergency, reports covering recommendations for the grant of additional seniority in accordance with article 12.03 (Seniority Counting for Promotion) shall be forwarded to Naval Headquarters at any time.

(10) The following headings shall be used in describing the occasion for submitting recommendations for promotion:

(*a*) "Recommendations for Promotion" (in red ink); or

(*b*) "Special Recommendation for Promotion" (in red ink).

(C) (1 Jan 56)

(71.1202 TO 71.1299 INCLUSIVE: NOT ALLOCATED)

Section 13—Not Allocated

(71.1301 TO 71.1399 INCLUSIVE: NOT ALLOCATED)

Section 14—Promotion of Men

71.1401—HALF-YEARLY RETURN OF ASSESSMENTS OF SUITABILITY FOR PROMOTION

(1) Except when the Regular Force is on active service by reason of an emergency, the Captain shall forward half-yearly in accordance with (5)(*a*) of this article to the appropriate RCN Depot, a return, (Form CNS 507), of all men borne in the ship who: *(23 Jul 56)*

71.1401—HALF-YEARLY RETURN OF ASSESSMENTS OF SUITABILITY FOR PROMOTION—(Cont'd)

(*a*) are governed in their promotion by a roster under BRCN 113 (1) article 2.15; and

(*b*) have one year's seniority in their present rank.

(2) The Captain shall:

(*a*) if he considers that the man would be suitable to perform the duties of the higher rank, assess the man's suitability for roster promotion on the basis of his ability in his present rank as

(i) exceptional, or

(ii) above average, or

(iii) average; *(15 Dec 55)*

(*b*) if he considers that the man would be unsuitable to perform the duties of the higher rank, assess the man's ability in his present rank as

(i) above average, or

(ii) average, or

(iii) below average, or

(iv) inexperienced; *(15 Dec 55)*

(*c*) ensure that the man's divisional officer has amplified the assessment given under (*a*) or (*b*) of this paragraph by any remarks necessary in the "Remarks" column; and

(*d*) sign the return.

(3) The Officer-in-Charge, R.C.N. Depot, of the Port Division to which the man belongs shall award points according to the assessment given under (2)(*a*) of this article as follows:

(i) 5 points

(ii) 3 points

(iii) 1 point.

(4) A man shall be informed of his assessment under (2) of this article by the head of the department concerned.

(5) The return shall be in triplicate and distributed as follows:

(*a*) the original to the Officer-in-Charge, R.C.N. Depot of the Port Division to which the man belongs to arrive 14 days prior to the date prescribed in the table to this article;

(*b*) the duplicate copy for file; and

(*c*) the triplicate copy enclosed in the service documents, the previous return being destroyed.

(6) When the Regular Force is on active service by reason of an emergency, the procedure shall be as prescribed by the Chief of the Naval Staff.

(C) (15 Jul 55)

71.1401—HALF-YEARLY RETURN OF ASSESSMENTS OF SUITABILITY FOR PROMOTION—(Cont'd)

TABLE TO ARTICLE 71.1401

BRANCH	HALF-YEARLY ROSTER DATE
Naval Aviation	15 January and 15 July
Communications	15 February and 15 August
Supply Medical	15 March and 15 September
Engineering Constructor Ordnance	15 April and 15 October
Seaman Regulator Sailmaker Band Photography	15 May and 15 November
Electrical	15 June and 15 December

(See BRCN 113(1) article 2.09—"Recommendation for Promotion".)

(C) (23 Jul 56)

71.1402—HALF-YEARLY RETURN OF MEN OF THE ROYAL NAVY ON LOAN WHO ARE RECOMMENDED FOR ADVANCEMENT

(1) Officers-in-Charge, R.C.N. Depots shall render in the manner prescribed in K.R. and A.I. a half-yearly return of recommendations for advancement in substantive rating of men of the Royal Navy on loan to the navy.

(2) The Captain of the ships and establishments in which the men are serving shall forward their recommendations when necessary.

(3) When any part of the navy is on active service by reason of an emergency, Officers-in-Charge, R.C.N. Depots, shall include in the return prescribed in (1) of this article, the recommendations of all Royal Navy Pensioners or Royal Fleet Reservists serving with the navy who are qualified in accordance with K.R. and A.I. for advancement in substantive rating.

(See article 14.37—"Promotion of Men of the Royal Navy on Loan to the Navy".)

(C)

(71.1403 TO 71.1499 INCLUSIVE: NOT ALLOCATED)

Section 15 — Release

71.1501—APPLICATION FOR RELEASE

(1) Subject to (5) of this article, when an officer or man of the Regular Force applies for release or when his release is recommended, the Captain shall forward the request or recommendation if the applicant is:

(*a*) an officer to Naval Headquarters; or

(*b*) a man to

(i) the appropriate R.C.N. Depot to ascertain whether his services can be spared and, upon receipt of the reply, to,

(ii) Naval Headquarters when the Chief of the Naval Staff is the approving authority, or

(iii) when the Chief of the Naval Staff is not the approving authority, to the authority prescribed in article 15.01 (*Table*).

(2) When a man of the Reserves applies for release or when his release is recommended, the Captain of the Naval Division shall forward the request or recommendation to the Director of Naval Reserves.

(3) When an application for release is made by a man or his release is recommended, the following documents of a man shall be attached to the application when it is forwarded:

(*a*) service record;

(*b*) conduct sheet;

(*c*) when applicable, medical history sheet and report of medical survey; and

(*d*) any other documents which may be required to support the reasons given for making the application.

(4) When a senior officer in chief command or an authority designated by the Chief of the Naval Staff authorizes the release of a man, copies of all correspondence relating to the matter shall be forwarded to Naval Headquarters.

(5) (*a*) The provisions of this article do not apply when an officer or man is released by sentence of a service tribunal.

(*b*) The provisions of (1) (*b*) (i) of this article do not apply when a man has been released for the reasons

(i) illegally absent and not claimed for further service, or

(ii) having made a false statement, other than as to age only, with a fraudulent purpose at the time of enrolment, or

(iii) medically unfit.

(*See article 15.01—"Reasons for Release"*.)

(C)

(71.1502 TO 71.1599 INCLUSIVE: NOT ALLOCATED)

Section 16 — Leave

(71.1601 TO 71.1699 INCLUSIVE: NOT ALLOCATED)

Section 17 — Dress and Appearance

(71.1701 TO 71.1799 INCLUSIVE: NOT ALLOCATED)

Section 18 — Orders, Decorations, and Medals

(71.1801 TO 71.1899 INCLUSIVE: NOT ALLOCATED)

Section 19 — Conduct and Discipline

71.1901—SUGGESTIONS FOR THE IMPROVEMENT OF THE NAVY

(1) An officer or man may submit a suggestion for the improvement of materiel, administrative methods, or the fighting efficiency of the navy in accordance with the procedure prescribed in Naval General Orders.

(2) This article does not apply to complaints or personal requests, which shall be made in the manner prescribed by articles 19.12 (Communication with the Captain) and 19.26 (Redress of Grievance).

(*See article 19.11—"Interview and Communication with Officers at Headquarters".*)

(C) (10 May 54)

71.1902—REPORT OF WOMEN ON BOARD OR ON PASSAGE

When an officer, at the formal request of a diplomatic or consular officer representing Canada or the United Kingdom in a foreign nation, receives or orders to be received any woman for passage in a ship, he shall report the circumstances of the case to Naval Headquarters for the information of the Minister.

(*See article 19.19—"Women on Board or on Passage."*)
(M)

(71.1903 TO 71.1999 INCLUSIVE: NOT ALLOCATED)

Section 20—Not Allocated

(71.2001 TO 71.2099 INCLUSIVE: NOT ALLOCATED)

Section 21—Boards of Inquiry

(71.2101 TO 71.2187 INCLUSIVE: NOT ALLOCATED)

71.2188—REPORT ON LOSS OF OR DAMAGE TO PUBLIC PROPERTY DUE TO THEFT

(1) Report of any theft or suspected theft of public property shall be made to Naval Headquarters:

(*a*) on discovery;

(*b*) periodically, to report progress of investigation; and

(*c*) on conclusion of investigation.

(2) The report prescribed by (1) of this article shall state concisely:

(*a*) the unit in which theft occurred;

(*b*) the place where theft occurred;

(*c*) the time and date of theft;

(*d*) description and value of public property lost, and accounting unit;

(*e*) the circumstances under which theft occurred;

(*f*) the name and duty of the person in whose custody the public property was held;

(*g*) the extent and findings of any enquiry held;

(*h*) whether the police have been informed and with what results (copies of police reports shall be forwarded if available with report, otherwise under separate cover);

(i) the name of any person or persons considered to have been negligent within the meaning of article 38.01 (Liability for Public Property), and action taken in accordance with article 38.03 (Administrative Deductions for Reimbursement of Financial Loss);

(*j*) if no person is considered to have been negligent, the reasons for this opinion;

(*k*) whether recovery has been effected in whole or in part, as a result of the investigation;

(l) the disciplinary action taken; and

(*m*) the precautions taken to prevent recurrence.

(3) When the investigation is concluded:

(*a*) if the write-off is covered by (*b*)(i) of the table to article 36.20 (Powers of Write-Off—Materiel) and approval of the Chief of the Naval Staff is not required, approval of write-off shall be indicated in the final report by the approving authority; or

71.2188—REPORT ON LOSS OF OR DAMAGE TO PUBLIC PROPERTY DUE TO THEFT—(Cont'd)

(*b*) if the write-off is covered by (*b*) (i) of the table to article 36.20 and approval of the Chief of the Naval Staff is required, or by (*b*) (ii) of the table to article 36.20, the necessary write-off vouchers, Forms CNS 126, shall be submitted with the final report.

(C) (17 Mar 53)

(71.2189 TO 71.2199 INCLUSIVE: NOT ALLOCATED)

Section 22—Not Allocated

(71.2201 TO 71.2299 INCLUSIVE: NOT ALLOCATED)

Section 23—Duties in Aid of Civil Power

(71.2301 TO 71.2399 INCLUSIVE: NOT ALLOCATED)

Section 24—Casualties and Funerals

(71.2401 TO 71.2499 INCLUSIVE: NOT ALLOCATED)

Section 25—Private Property of Officers and Men

(71.2501 TO 71.2599 INCLUSIVE: NOT ALLOCATED)

Section 26—Personal Records and Documents

71.2601—CAPTAIN'S REQUEST AND ALTERATION SHEET

(1) Captain's Request and Alteration Sheets (Form CNS 249a) shall be compiled from the Captain's Request and Alteration Book (Form CNS 249).

(2) Captain's Request and Alteration Sheets shall be regarded as:

(*a*) the sole source of authority for credits of pay and allowances in the Navy Pay Records resulting from alterations authorized by the Captain in the status of an officer or man; and

(*b*) the major source of authority for entries in other service documents resulting from alterations authorized by the Captain or higher authority in the status of a man.

(3) Ships and naval establishments carrying pay accounts and all naval divisions shall render Captain's Request and Alteration Sheets as prescribed in Naval General Orders.

(4) Ships and naval establishments other than naval divisions which do not carry pay accounts, shall forward to the fleet establishment carrying pay accounts, Captain's Request and Alteration Sheets.

(5) All particulars necessary to prepare duplicate service records in the event of their loss or destruction shall be entered in the Request and Alteration Sheets, together with all changes affecting pay and allowances and any other information regarding personnel that it is desired to maintain on record.

(*See article 26.01—"Service Documents".*)

(C)

71.2602—FORM OF REPORT—OFFICER'S MARRIAGE

A report to Naval Headquarters of an officer's marriage shall be made in the following form

Report of Officers's Marriage

.....19.....

Report of an officer's marriage, made for the purpose of its being recorded at Naval Headquarters, Ottawa, with a view to facilitating the settlement of any claim that may be made on behalf of the officer's family in the event of his death.

Officer's name and rank.....

Officer's present appointment.....

Officer's age at time of marriage.....

Wife's maiden names in full.....

Wife's place of birth.....

71.2602—FORM OF REPORT—OFFICER'S MARRIAGE—(Cont'd)

Wife's nationality at time of marriage.....

Date of marriage.....

Place where the ceremony was performed.....

Name of officiating clergyman.....

Names of witnesses.....

.....

Officer's place of residence if not on full pay.....

Wife's intended place of residence after marriage.....

.....
Officer's Signature

(See article 26.02—"Domestic Events Affecting Pension or Pay and Allowances".)

(C)

71.2603—STATEMENT OF NEXT OF KIN AND VERIFICATION OF ADDRESS

(1) A statement of next of kin (Form CNS 537) shall be completed by every officer and man on the following occasions:

(*a*) on 31st October in each year;

(*b*) on enrolment or re-enrolment in the navy;

(*c*) on discharge from a naval establishment for service at sea;

(*d*) on any change of next of kin or friend; and

(*e*) on any change of address of next of kin or friend.

(2) On receipt of statements of next of kin in the ship or fleet establishment in which the officers and men are borne for pay:

(*a*) the forms shall be checked with the records and any changes noted; and

(*b*) the forms shall be forwarded to Naval Headquarters in envelopes or packages marked "Form CNS 537".

(3) Officers and men serving with the Royal Navy shall render statements of next of kin (Form S. 537) in duplicate on the occasions specified in the Queen's Regulations and Admiralty Instructions.

(See article 26.02—"Domestic Events Affecting Pension or Pay and Allowances".)

(C)

71.2604—WILLS

(1) Every officer and man who has not done so shall be advised on enrolment in the navy to prepare a will on Form CNS 545 or other suitable form of will.

(2) An officer or man who has prepared a will shall:

(*a*) inform Naval Headquarters through his Captain where his will is deposited; or

(*b*) if he wishes to do so, forward the will to Naval Headquarters through his Captain for deposit.

(3) If deposited under (2) (*b*) of this article, the will of an officer or man who has been released from the navy shall be returned to him on application to Naval Headquarters.

(C)

(71.2605 TO 71.2609 INCLUSIVE: NOT ALLOCATED)

71.2610—REPORTS ON OFFICERS

(1) Reports on officers shall be rendered for:

(*a*) flag officers, in manuscript;

(*b*) officers of the ranks of commodore and below, on form CNS 206; and

(*c*) officers of the Reserves on form NR 8 or form CNS 206 as prescribed in this article. *(20 Feb 56)*

(2) The officer authorized to report on:

(*a*) a flag officer or commodore serving under a senior officer in command shall be the Senior Officer in Command;

(*b*) an officer in command of a ship or fleet establishment shall be the Senior Officer in Command or the Senior Officer in Command of the squadron, flotilla or other command;

(*c*) an officer on the staff of a flag officer or commodore shall be the Flag Officer or Commodore;

(*d*) an officer serving in a ship or fleet establishment shall, subject to paragraph (5) of this article, be the Captain;

(*e*) an officer on detached duty or who is borne in a fleet establishment for pay and time only, shall be the Captain under whom he is actually serving; and

(*f*) an officer serving at Naval Headquarters, shall be the head of the department in which the officer is serving.

(3) A flag officer serving under a senior flag officer shall be reported upon confidentially:

(*a*) when the junior officer is superseded; and

(*b*) when the senior officer under whom he is serving is superseded.

71.2610—REPORTS ON OFFICERS—(Cont'd)

(4) An officer other than a flag officer, who has held his present appointment for not less than three months shall be reported on confidentially on the following occasions:

(*a*) on termination of current appointment;

(*b*) when the ship in which he is serving pays off, except that in cases where the ship pays off and recommissions with the same Captain, reports need not be rendered on officers who remain in the ship on recommissioning;

(*c*) on supersession of the officer whose duty under (2) of this article it is to report on him; and

(*d*) in the case of a sub-lieutenant (S) or midshipman (S), when the Supply Officer is superseded.

(5) (*a*) The Captain of a fleet establishment that is designated as the Royal Canadian Naval Barracks at any Canadian naval base shall, when superseded, if he is on active service, render reports only on

(i) heads of departments, and

(ii) officers who have either come under his immediate supervision or to his notice by reason of misconduct or inefficient performance of their duties.

(*b*) Reports on officers other than those in (a) of this paragraph shall be initiated by the responsible heads of departments when either the head of a department or any officer serving under his orders leaves the establishment.

(6) Subject to (7) of this article reports are not required on officers:

(*a*) who have been serving under the reporting officer for less than three months;

(*b*) who have been reported on by the reporting officer within the preceding three months; or

(*c*) who are undergoing courses of instruction.

(7) When no part of the Navy is on active service, a confidential report shall be rendered on officers of the Reserves as prescribed in (4) of this article and in addition:

(*a*) on completion of a period of Naval Training, on form NR 8;

(*b*) on completion of a period of Special Duty in excess of

(i) fifty-nine days, where the officer is borne for duty as ship's officer or staff, on form CNS 206, or

(ii) twenty-seven days, in a seagoing ship where the officer is undergoing training for a watchkeeping certificate, on form CNS 206, or

(iii) six days, in circumstances other than those prescribed in (i) or (ii) of this subparagraph, on form NR 8;

(*c*) on completion of a period of Continuous Naval Duty, on form CNS 206;

(*d*) when an officer is recommended for promotion to Lieutenant Commander or above, on form CNS 206; and

(*e*) in the case of an officer on the Active List, on completion of twenty-four months service during which period no other report on form CNS 206 has been rendered, on form CNS 206. *(20 Feb 56)*

(8) (*a*) Special reports on officers shall be made on form CNS 206, any additional information being supplied on a separate sheet and attached to the form. When used for this purpose, the form shall be headed in red ink "Special Report".

(*b*) When directions are issued from Naval Headquarters that an officer is to be placed under report, the Headquarters memorandum shall be read to the officer concerned by the Captain.

71.2610—REPORTS ON OFFICERS—(Cont'd)

(*c*) (i) If the officer is transferred to another appointment before the period during which he is under report is completed, the Headquarters memorandum shall be forwarded to his new ship or fleet establishment through the usual channels, together with remarks on Form CNS 206, covering the period already spent under report.

(ii) If the officer's new appointment is not known, the memorandum shall be returned to Naval Headquarters, together with remarks on Form CNS 206, covering the period already spent under report.

(9) (*a*) When a report contains statements of faults or failings which are within the officer's own powers to correct, the Captain shall inform him of them, underlining the adverse statements in red ink to indicate that he has done so. (*27 Mar 53*)

(*b*) (i) When a report on form CNS 206 or variant is received by a senior officer that contains adverse statements not underlined in red ink, extracts of those statements shall be forwarded direct to the officer concerned by registered mail, who shall acknowledge receipt to the senior officer.

(ii) On receipt of the acknowledgement, the senior officer shall, prior to further transmission, underline the adverse portions which have been extracted, and note on the form the action that has been taken.

(*c*) (i) When a report on form N.R. 8 is received at Naval Headquarters that contains adverse statements not underlined in red ink, the Captain of the Naval Division to which the officer concerned is appointed shall be instructed to inform the officer of the adverse portions of the report, underlining them in red ink when he has done so. He shall then inform Naval Headquarters that he has taken such action.

(ii) On receipt of this information, the relevant portion of the copy of the form N.R. 8 held at Naval Headquarters shall be underlined in red ink, a notation being made on the action taken.

(10) (*a*) Reports on officers shall be transmitted in original only to Naval Headquarters through any senior officers concerned and the Senior Officer in Command who shall add his remarks to the reports before forwarding them.

(*b*) Reports on officers of the Royal Navy, of the navies of other nations of the Commonwealth or of their reserve forces serving in the Royal Canadian Navy on loan, shall be prepared in duplicate.

(11) The following headings shall be used in describing the occasion for submitting a report on an officer on Form CNS 206:

Occasions	*Headings*
Termination of current appointment.	Termination of appointment.
Supersession of Flag Officer, Commodore, Captain or the Supply Officer.	On supersession of ..... (insert title of officer superseded).

71.2610—REPORTS ON OFFICERS—(Cont'd)

Ship paying off.	Ship paying off.
Ship leaving the fleet, station, squadron, or other command.	On ship leaving the ..... (insert name of fleet, station, squadron, or other command).
Special Report.	Special Report. (in red ink).
Periodical Report.	Periodical Report.

(*See article 26.08—"Personal Reports and Assessments"*.)

(C)

(71.2611 TO 71.2619 INCLUSIVE: NOT ALLOCATED)

71.2620—OFFICERS' CERTIFICATES—GENERAL INSTRUCTIONS

(1) A certificate of service and conduct (Form S 450) shall be issued on the occasions prescribed in (2) of this article by:

(*a*) a senior officer in command to an officer appointed for duty on his staff;

(*b*) the Captain to an officer serving under his command, borne either as part complement or supernumerary other than in (*a*) of this paragraph;

(*e*) the Captain under whom an officer is actually serving, if the officer is borne in a fleet establishment for pay and time only; and

(*d*) the officer designated by The Chief of the Naval Staff at Naval Headquarters to an officer who is

(i) serving at Naval Headquarters, or

(ii) on detached service, but borne for pay and time at Naval Headquarters.

(2) A certificate shall be issued to an officer:

(*a*) on the supersession of the Senior Officer in Command, on whose staff he is serving;

(*b*) other than an officer on the staff of a senior officer in command, on the supersession of the Captain under whom he is serving;

(*c*) on termination of his appointment; or

(*d*) on his release from the navy.

(3) *General Directions.*

(*a*) The certificate issued to an officer who has held an appointment for less than three months shall state, at the minimum, whether or not the officer's service and conduct were satisfactory. This statement may be amplified at the Captain's discretion.

(*b*) The issue of a certificate for "time only" shall be confined to periods when an officer is

(i) on leave without pay, or

(ii) on passage.

(*c*) A certificate covering time an officer is on passage in a merchant vessel shall be issued by the Captain of the ship or establishment which the officer joins on completion of passage.

71.2620—OFFICERS' CERTIFICATES—GENERAL INSTRUCTIONS—(Cont'd)

(*d*) The reason for and date of release shall be shown on the final certificate issued to an officer on his release from the navy.

(*e*) When no part of the navy is on active service, a certificate shall be issued to an officer of the Reserves on completion of a period of Naval Training, Special Duty, or Continuous Naval Duty.

(*f*) The fact that an officer has performed the duties of a branch or specialization other than his own and the manner in which he performed these duties shall be noted on his Certificate of Service and Confidential Report.

(*g*) When a report on an officer is prepared at the same time as a certificate of service is issued, the summary of conduct and ability on the certificate shall conform to the opinions expressed in the report.

(*h*) A certificate of service shall be completed in duplicate, one copy being handed or forwarded to the officer concerned and the other being forwarded immediately to

(i) Naval Headquarters in the case of an officer of the Regular Force or an officer of the Reserves serving on Continuous Naval Duty, or

(ii) the Commanding Officer, Naval Divisions, in the case of an officer of the Reserves not serving on Continuous Naval Duty.

(24 Mar 54)

(4) *Officers of Other Commonwealth Navies.*

(*a*) An officer of another Commonwealth navy on loan to the navy shall be issued with a certificate on the occasions prescribed in (2) (*a*) and (*b*) of this article.

(*b*) On termination of his appointment in the navy an officer of another Commonwealth navy shall be given two certificates

(i) one to cover the period in the ship or establishment in which he is serving, up to and including his date of departure, and

(ii) the other to cover the period between the date of departure and completion of leave on full pay, showing him borne for passage and leave as requisite.

(*c*) An additional copy of a certificate issued under (*a*) and (*b*) of this paragraph shall be forwarded to Naval Headquarters for transmission to the appropriate naval authority of the other nation of the Commonwealth concerned.

(*See article 26.19—"Certificate of Service"*.)

(C)

71.2621—ROYAL NAVY PERSONNEL—REPORTS TO ADMIRALTY

(1) A report covering the service of an officer or man of the Royal Navy while on loan to the navy shall be prepared at Naval Headquarters and forwarded to Admiralty on completion of the loan period.

(2) The following particulars regarding a man of the Royal Navy completing a period of loan to the navy shall be reported to Naval Headquarters by the Captain of the ship or fleet establishment from which the man is finally discharged to the Royal Navy:

(*a*) name;

71.2621—ROYAL NAVY PERSONNEL—REPORTS TO ADMIRALTY—cont'd.

(*b*) rating;

(*c*) port division;

(*d*) official number;

(e) date of discharge to Royal Navy; and

(*f*) character and efficiency assessments during period of loan.

(C)

(*See article 26.19—"Certificate of Service*)

(71.2622 TO 71.2699 INCLUSIVE: NOT ALLOCATED)

Section 27—Messing, Cabins and Canteens

(71.2701 TO 71.2799 INCLUSIVE: NOT ALLOCATED)

Section 28—Quarters

(71.2801 TO 71.2899 INCLUSIVE: NOT ALLOCATED)

Section 29—Works and Buildings

(71.2901 TO 71.2999 INCLUSIVE: NOT ALLOCATED)

Section 30—Fire Prevention Services

71.3001—REPORT OF FIRE INSPECTION OF NAVAL ESTABLISHMENTS

A fire inspection report (Form C.N.S. 2638) shall be compiled for each building inspected in a naval establishment and forwarded to Naval Headquarters as prescribed in Naval General Orders.

(*See article 30.01—"Fire Inspection of Naval Establishments."*)

(C)

71.3002—FIRE REPORT

All fires, after they have been extinguished, shall be reported to Naval Headquarters as prescribed in Naval General Orders.

(*See article 30.03—"Responsibility for Fire Fighting."*)

(C) (31 Aug 56)

(71.3003 TO 71.3099 INCLUSIVE: NOT ALLOCATED)

Section 31 — Employment of Canadian Forces in a National Disaster

(71.3101 TO 71.3199 INCLUSIVE: NOT ALLOCATED)

Section 32 — Bands

(71.3201 TO 71.3299 INCLUSIVE: NOT ALLOCATED)

Section 33 — Chaplains

(71.3301 TO 71.3399 INCLUSIVE: NOT ALLOCATED)

Section 34—Medidal Services

71.3401—DOCUMENTS AND REPORTS ON TREATMENT AND HOSPITALIZATION BY CIVILIAN AUTHORITIES

(1) When an officer or man has been treated by a civilian practitioner or placed in a civilian hospital, the Captain shall:

(*a*) request the practitioner or hospital authorities to forward promptly
- (i) two copies of the case history, and
- (ii) three copies of the itemized accounts;

(*b*) on receipt of the case history and accounts
- (i) insert the name, rank and official number of the patient on all the documents,
- (ii) certify that the services listed on the accounts have been rendered,
- (iii) forward the accounts in quadruplicate and one copy of the case history to Naval Headquarters, and
- (iv) place one copy of the case history in the patient's medical envelope.

(2) When it is necessary to leave an officer or man in hospital in a foreign port when the ship sails the Captain shall forward a report to Naval Headquarters that shall include:

(*a*) the name of the hospital;

(*b*) the
- (i) nature,
- (ii) seriousness, and
- (iii) probable duration of the illness; and

(*c*) a statement of the arrangemntes made for the patient's disposal after he is discharged from the hospital.

(C)

(*See articles 34.11—"Medical Care While on Leave in Canada", and 34.17—"Employment of Additional Medical Practitioner and Registered Nurses."*)

(71.3402 TO 71.3499 INCLUSIVE: NOT ALLOCATED)

Section 35—Dental Services

(71.3501 TO 71.3599 INCLUSIVE: NOT ALLOCATED)

Section 36—Materiel

(71.3601 TO 71.3699 INCLUSIVE: NOT ALLOCATED)

Section 37—Supply Duties

(71.3701 TO 71.3799 INCLUSIVE: NOT ALLOCATED)

Section 38—Liability to Public and Non-Public Property

(71.3801 TO 71.3899 INCLUSIVE: NOT ALLOCATED)

Section 39—Commissioning

(71.3901 TO 71.3999 INCLUSIVE: NOT ALLOCATED)

Section 40—Paying Off

(71.4001 TO 71.4099 INCLUSIVE: NOT ALLOCATED)

Section 41—Movements of Ships

71.4101—REPORTS OF MOVEMENTS OF SHIPS AND AIRCRAFT BEYOND COMMAND

(1) When a ship is sent beyond the limits of the command to which it belongs under the circumstances described in article 41.01 (Limits to Movements of Ships and Aircraft), a report shall be forwarded to Naval Headquarters.

(2) Movements of aircraft shall be reported as prescribed in Naval General Orders.

(C) (4 May 53)

71.4102—EXTENDED NOTICE FOR STEAM TO MAKE GOOD DEFECTS—REPORTS

Should a ship develop a defect of a nature that renders it advisable to:

(*a*) revert the ship to longer notice for steam than that ordered; or

(*b*) postpone the date that the ship will be available for further service;

the Captain shall render a report of the circumstances to his Senior Officer in Command who shall append his remarks and forward it to the Senior Officer in Chief Command for a decision.

(*See article 41.03—"Notice for Steam—Time Available for Repairs".*)

(C)

71.4103—REPORTS OF DELAYS IN SAILING AND READINESS FOR SEA

(1) (*a*) When anything occurs which affects the readiness for sea of his ship or when he considers it necessary that the sailing of the ship be delayed or that she should put into port for any reason, the Captain shall submit the matter in writing, together with a report from the head of the department concerned to

(i) his Senior Officer in Command Afloat, if he is present, or

(ii) the Senior Officer of the port if his Senior Officer in Command Afloat is absent, or

(iii) the Senior Officer in Command Ashore, if there is no Senior Officer of the port.

(*b*) The Senior Officer in Command Afloat or the Senior Officer of the port shall append his remarks and send the report to the Senior Officer in Chief Command.

(*c*) If he considers it advisable, the Senior Officer in Chief Command shall forward the report to Naval Headquarters.

(2) Should a delay in sailing or a return to port result from a defect in the ship's equipment which was caused by faulty design or lack of care an inquiry shall be made and recommendations forwarded to Naval Headquarters concerning any proposed alteration of design or practice.

71.4103—REPORTS OF DELAYS IN SAILING AND READINESS FOR SEA—(Cont'd)

(3) The Senior Officer in Chief Command shall report any unnecessary delay in sailing or return to port to Naval Headquarters.

(*See article 41.04—"Delays in Sailing and Readiness for Sea".*)

(C)

71.4104—REPORTS OF HIRING TUGS

When a tug has been hired without the prior approval of Naval Headquarters, the officer who authorized the arrangement shall forward a report of the circumstances and a copy of the terms under which the tug was hired to Naval Headquarters.

(*See article 41.08—"Hiring Tugs".*)

(C)

71.4105—REPORTS OF INTERFERENCE WITH SURVEYING SHIPS

When it is necessary to divert a surveying ship from her duties or to interfere with her operation, the officer who authorized the action shall render a report of the matter to Naval Headquarters.

(*See article 41.09—"Surveying Ships".*)

(C)

(71.4106 TO 71.4199 INCLUSIVE: NOT ALLOCATED)

Section 42—Preservation, Repairs and Docking

71.4201—REPORTS OF EXAMINATION OF STRUCTURE AND FITTINGS BY SHIP'S OFFICERS

(1) Reports of examination of every part of the ship's structure and fittings which affects the strength or watertight sub-division of the ship shall be rendered to Naval Headquarters on Form CNS 180:

(*a*) parts I and II by ships whose bottom plating
- (i) does not exceed ¼ inch, on 1st January and 1st July,
- (ii) exceeds ¼ inch, on 1st January; and

(*b*) part II by submarines after each refit.

(2) Action taken to remedy any defects shall be reported on Form CNS 180 on the occasions prescribed in (1) of this article.

71.4201—REPORTS OF EXAMINATION OF STRUCTURE AND FITTINGS BY SHIP'S OFFICERS—cont'd.

(3) When defects are found in fittings that are permanently attached to the hull and on which the safety of life depends, the defects and the action taken to remedy them shall be reported on Form CNS 194 (Survey of Chain Cable). Form CNS 194 shall be rendered to Naval Headquarters through the Senior Officer in Command.

(4) When the reporting officers are not in agreement, they shall either:

(*a*) render separate reports; or

(*b*) specify the disagreements in a joint report.

(5) Copies of all Forms CNS 180 and CNS 194 that are rendered shall be inserted in the Captain's Ship's Book.

(C)

(*See article 42.02—"Examination of Structure and Fittings by Ship's Officers."*)

71.4202—APPLICATION FOR AND REPORT OF SURVEY

(1) Application for the survey of plates and frames shall be made on Form C.N.S. 340/D. 275. (Defect List (Pink)).

(2) On completion of a survey, Form D. 171 shall be prepared by the dockyard officers and forwarded to Naval Headquarters, a copy being sent to the ship concerned for insertion in the Captain's Ship's Book.

(3) The nature of the next survey and the date on which it is due shall be noted on the report of survey.

(C)

(*See articles 42.03—"General Surveys", and 42.04—"Surveys of Plates and Frames."*)

71.4203—REPORT OF SURVEY AFTER COLLISION

(1) When a collision which involves one of the ships has occurred or is alleged to have occurred, a report of the damage or alleged damage done to all ships and vessels and property involved shall be forwarded by the Captain to the Senior Officer present afloat.

(2) The Senior Officer present afloat shall have the damage or alleged damage surveyed and forward the report of survey, containing:

(*a*) diagrams showing in detail the nature of the damage;

(*b*) photographs, when practical;

(*c*) an estimate of the cost of repairs; and

(*d*) the name and address of the owners of any vessel or property involved to the Senior Officer in Command for onward transmission to Naval Headquarters.

71.4203—REPORT OF SURVEY AFTER COLLISION—cont'd.

(3) The Senior Officer present afloat and the Captain of the ship implicated in the collision or alleged collision shall inform the Senior Officer in Command of any correspondence that has passed between them and the owner of any vessel or property involved and of any arrangements that have been made with him.

(4) The particulars of (1) of this article shall not be divulged to any person who does not belong to the Department of the Government of Canada that is concerned with the circumstances of the collision or alleged collision.

(C)

(See articles 42.08—"Surveys after Collision", 48.31—"Touching Ground and Collision", and 71.4803 "Report of Touching Ground and Collision.")

71.4204—ANNUAL REPORT OF SHIPS REQUIRING LARGE REPAIRS

(1) The term "Large Repairs" means a thorough overhaul by the Dockyard.

(2) Not later than 30th September of each year, the Senior Officer in Chief Command shall report to Naval Headquarters the names of any ships or vessels under his command that will probably require large repairs during the ensuing financial year.

(3) This report shall be accompanied by:

(*a*) a brief description of the nature and extent of the repairs required by each ship; and

(*b*) particulars of any auxiliary machinery that needs replacement.

(4) Should it be desirable to do a drill test on the boilers of any vessel in order better to forecast the requirements described in (2) of this article, it is to be made before the report is forwarded.

(5) Work that can be done during the ordinary refit of a ship in commission, does not place a ship or vessel within the scope of this article unless an abnormally large amount of work is anticipated.

(See articles 42.25—"Refits of H.M.C. Ships" and 42.42—"Alterations and Additions—Work by Dockyard and Ship's Staff".)

(C)

71.4205—REPORT OF DEFECTS IN AND ACCIDENTS TO MATERIEL

(1) When there is a serious accident to materiel or a material defect is discovered the Captain shall report the matter to the Senior Officer in Command in the manner prescribed by the Chief of the Naval Staff. The report shall include:

(*a*) sketches;

(*b*) impressions of injured parts; and

(*c*) remarks by the Captain.

(2) The Senior Officer in Command shall attach his remarks and forward his report to the Senior Officer in Chief Command for his comments and transmission to Headquarters.

71.4205—REPORT OF DEFECTS IN AND ACCIDENTS TO MATERIEL—(Cont'd)

(3) When abroad, any defect in materiel which impairs the fighting efficiency of the ship, shall be reported by signal to Naval Headquarters immediately.

(*See articles 42.23—"Defects in and Accidents to Materiel", and 71.0401—"Supersession of Officers—Reports."*)

(C)

71.4206—REPORT OF COMPLETION OF DEFECTS, ALTERATIONS AND ADDITIONS

(1) The Superintendent of the Dockyard shall render a certificate on Form C.N.S. 339A (*Report of Completion of Alterations, Additions and Defects*) to Naval Headquarters and a copy to the ship for insertion in the Captain's Ship's Book, when any of the following have been done to a ship in commission:

(*a*) defects have been made good;
(*b*) Alterations or Additions have been completed; and
(*c*) Alterations or Additions have been partially completed. The extent of the work done shall be stated in this case.

(2) When an Alteration or Addition has been made by the ship's staff, the Captain shall render the reports prescribed in (1) (*b*) and (*c*) of this article to the Superintendent of the Dockyard for disposal.

(3) The Captain shall inform Naval Headquarters, by message:
(*a*) immediately an Alteration and Addition is completed; or
(*b*) if the Alteration and Addition was done during a refit, immediately the refit is completed. (*31 Oct 56*)

(*See articles 42.24—"Dockyard Repairs to Ships in Commission", and 71.4214—"Reports of Corrections to 'As Fitted' Drawings".*)

(C)

71.4207—REPORT OF ESTIMATED DATE OF COMPLETION OF REFIT

(1) When a ship is taken in hand by the dockyard for docking, refit, alterations or repairs, a report shall be forwarded by the Superintendent of the Dockyard to the Senior Officer in Chief Command, giving the following information:

(*a*) if it is estimated that the period of refit will be six months or less, the date on which the dockyard work will be completed and the ship ready for equipment and machinery sea trials; or
(*b*) if it is estimated the period of refit will exceed six months
  (i) a statement to that effect, and
  (ii) when it is estimated that the work is within six months of completion, the information prescribed in (*a*) of this paragraph.

(2) The Senior Officer in Chief Command shall forward to Naval Headquarters the report referred to in (*a*) or (*b*) of (1) of this article, appending when applicable the date on which the ship will be ready for service in all respects.

(3) If, during the progress of the refit, circumstances develop that are likely to affect the date referred to in (*a*) or (*b*) of (1) of this article, the Superintendent of the Dockyard shall forward a full report of the matter to the Senior Officer in Chief Command and in it he shall amend the date previously given.

71.4207—REPORT OF ESTIMATED DATE OF COMPLETION OF REFIT —(Cont'd)

(4) The Senior Officer in Chief Command shall forward to Naval Headquarters the report referred to in (3) of this article, at the same time reporting any effect it may have on the date referred to in (2) of this article.
(*See article 42.25—"Refits of H.M.C. Ships".*) (27 Aug 52)
(C)

71.4208—REPORT OF COMPLETION OF REFIT

(1) On completion of each refit, the Superintendent of the Dockyard shall render to Naval Headquarters a report of completion on Form S 339A or Form D 237A and shall forward a copy to the ship concerned for insertion in the Captain's Ship's Book.

(2) If the Captain does not fully concur with the report prescribed in (1) of this article he shall forward his reasons in writing to his Senior Officer for transmission to the Senior Officer in Chief Command.
(*See article 42.25—"Refits of Ships".*)
(C)

71.4209—REPORTS OF DEFECTS IN SHIPS REFITTED IN OTHER PORTS

On completion of the survey prescribed in article 42.26—(*"Defects in Ships Refitted in Other Ports"*), the Senior Officer in Chief Command shall render to Naval Headquarters a report of the survey and the circumstances under which it was made.
(*See article 42.26—"Defects in Ships Refitted in Other Ports."*)
(C)

71.4210—RENDERING OF AND REPORTS ON DEFECT LISTS

(1) *Forms.* The following forms shall be used to report the defects described:
- (*a*) Form S. 340-D. 275 (Pink Defect List) for defects that affect the fighting and seagoing efficiency of the ship; and
- (*b*) Form S. 340B-D. 275B (White Defect List) for all other defects.

(2) *Manner of Rendering.* The Captain shall render defect lists to his Senior Officer for transmission to the Superintendent of the Dockyard in which the work is to be done. (*See (5) of this article.*)

(3) *Work by Ship's Staff.*
- (*a*) A list of the items of work that will be undertaken by the ship's staff during the refit period shall be attached to the defect lists.
- (*b*) A report of the circumstances shall be attached to the defect list when the dockyard undertakes work normally performed by naval labour. (*See article 42.30—"Defects—Work Done by Ship's Staff".*)

(4) *Supplementary Defect Lists.*
- (*a*) A report, which shall be attached to the list for transmission to Naval Headquarters, shall be rendered by the Captain with each supplementary defect list. The report shall state the reasons why the items were not included in the original defect list.
- (*b*) All supplementary defect lists shall be forwarded to Naval Headquarters for approval regardless of the cost of the work entailed. (*See article 42.28—"Authority to Make Good Defects".*)

71.4210—RENDERING OF AND REPORTS ON DEFECT LISTS—cont'd.

(5) *Action By Dockyard.* (*see also article 42.29(2)*) Upon receipt of a defect list, the Superintendent of the Dockyard shall:

(*a*) if he considers any item on the list

(i) is unreasonable, make a report to the Senior Officer in Chief Command who, if he considers it desirable, shall forward the report to Naval Headquarters, or

(ii) can be deferred or undertaken by the ship's staff, refer the matter to the Senior Officer in Chief Command for a decision;

(*b*) append his own remarks, including

(i) the date on which it is proposed to commence the work,

(ii) the estimated cost of each item, and

(iii) the estimated time required to complete the work; and

(*c*) forward the defect list and reports to Naval Headquarters.

(C)

(*see articles 42.28—"Authority To Make Good Defects", and 42.29—"Defect Lists—Work Done by Dockyard."*)

71.4211—REPORT OF PROPOSED ALTERATIONS AND ADDITIONS

(1) All proposed Alterations and Additions shall be forwarded to Naval Headquarters in triplicate:

(*a*) by the Senior Officer in Command; or

(*b*) if proposed by the Captain of a ship or establishment, through the Senior Officer on Form S. 1182 (*Proposed Alterations and Additions*). The forms shall be accompanied by drawings, sketches and other information pertaining to the proposal and an estimate of the cost.

(2) Form S. 1182 shall be used only for proposed items when they are originally submitted to Naval Headquarters.

(C)

(*See article 42.37—"Alterations and Additions—Proposals."*)

71.4212—APPLICATION FOR AUTHORITY TO MAKE ALTERATIONS AND ADDITIONS

(1) Application to make Alterations and Additions shall only be forwarded for those that have been designated "Approved".

(2) When it is desired to make an Alteration or Addition that has been designated "Approved", the Superintendent of the Dockyard shall forward a request to do so to Naval Headquarters on Form Can. D 275 A (*Alterations and Additions*). Any revised estimate of the cost shall be included in the application. (*see article 71.4211*).

71.4212—APPLICATION FOR AUTHORITY TO MAKE ALTERATIONS AND ADDITIONS—cont'd.

(3) *Ships in Commission.*

(*a*) Four months before a refit period is due to start, the Captain of a ship in commission shall forward to the Senior Officer in Command a list of the "Approved" Alterations and Additions that have not been completed or commenced and that are on the Standard List.

(*see article 42.40—"Alterations and Additions—Standard Lists."*)

(*b*) The Senior Officer shall attach his comments and recommendations and shall forward the list to the Superintendent of the Dockyard.

(*c*) The Superintendent of the Dockyard shall

(i) if particular items require more time to complete than is allowed in the refit period, indicate the items and the time required to complete each of them on the front of Form Can. D. 275A,

(ii) if the work is to be done in another dockyard, forward the documents to the dockyard that will do the work to obtain concurrence or remarks, and

(iii) forward the documents in the manner prescribed in (2) of this article after any necessary action has been taken in accordance with (i) and (ii) of this sub-paragraph.

(*d*) Naval Headquarters shall review the items listed to confirm that

(i) conditions have not altered,

(ii) the proposal is consistent with the latest developments, and

(iii) the financial expenditure is warranted.

(C)

(*see articles 42.39—"Alterations and Additions—Decisions", and 42.42—"Alterations and Additions—Work by Dockyard and Ship's Staff."*)

71.4213—ALTERATIONS AND ADDITIONS—REPORTS OF DISPOSAL OF MATERIEL

(1) Whenever modifications in materiel are made, the Superintendent of the Dockyard shall report to Naval Headquarters:

(*a*) the arrangements that have been made in accordance with the provisions of article 42.43 (Alterations and Additions—Materiel); and

(*b*) the proposals made for the use or disposal of any materiel no longer suitable for use in the ship.

(2) When an alteration or addition is made by the ship's staff, the Captain shall forward the report prescribed in (1) of this article to the Superintendent of the Dockyard, who shall append his remarks and forward it to Naval Headquarters.

(C)

(*see article 42.43—"Alterations and Additions—Materiel"*)

71.4214—REPORT OF CORRECTIONS TO "AS FITTED" DRAWINGS

After the corrections prescribed in article 42.44—(Alterations and Additions—Correction of 'As Fitted' Drawings)—have been made, the Superintendent of the Dockyard shall forward to Naval Headquarters a copy of the modifications made to the drawings, composed in a manner that will facilitate the accurate correction of the corresponding drawings held there.

(*See article 42.44—"Alterations and Additions—Corrections of "As Fitted" Drawings".*)

(C)

71.4215—DOCKING WHEN AWAY FROM HOME PORT

Should it be necessary to dock a ship when she is away from a home port, the Senior Officer present shall report the matter fully to Naval Headquarters and to the Senior Officer in Chief Command of the station to which the ship belongs, and, except in emergency, the ship shall not be docked until the approval of Naval Headquarters has been received.

(*See articles 42.55—"Arrangements for Docking Ships", and 42.78—"Hired Workmen."*)

(C)

71.4216—REPORTS OF DOCKING

(1) *Reports of Docking.* The following reports shall be rendered by the Superintendent of the Dockyard to Naval Headquarters whenever a ship is docked:

(*a*) Form S. 238/D 495 (*Report of Docking*)

(i) when the ship is docked, and

(ii) immediately before the ship is undocked; and

(*b*) Form D. 488 (*Propellers and Underwater Fittings*).

(2) *Reports on New Vessels.* Upon receipt of the first annual report of docking prescribed in (1) (*a*) of this article, Naval Headquarters shall issue instructions concerning the further semi-annual docking of a new vessel. (*See* (*b*) (iv) *of the table in article 42.56—"Periodical Docking."*)

(3) *Reports of Abnormal Conditions.* Should it become desirable to dock a vessel at any time other than those prescribed in (*a*) and (*b*) of the table in article 42.56 (Periodical Docking), a request to do so together with a full report of the matter shall be forwarded to Naval Headquarters by the Senior Officer in Chief Command.

(*See article 42.56—"Periodical Docking".*)

(C)

(71.4217 TO 71.4220 INCLUSIVE: NOT ALLOCATED)

71.4221—CHANGES OF WEIGHT IN DOCK—CERTIFICATES AND REPORTS

(1) Subject to (2) of this article the Captain shall give the Superintendent of the Dockyard a certificate in the following form on every occasion of undocking:

"From: The Commanding Officer, H.M.C.S.....at.....

Date.....19....

To: The Superintendent, H.M.C. Dockyard,.....

In accordance with The Queen's Regulations and Orders for the Royal Canadian Navy, article 71.4221, I hereby certify that no changes that will affect her draught, trim or stability when the ship is being undocked have been made since the ship entered the drydock, and that no such changes will be made before she leaves the drydock.

Captain"

(2) When changes that will affect the draught, trim or stability of the ship have been made while the ship is in the drydock, the Captain shall inform the Superintendent of the Dockyard:

(*a*) in writing at least two days before the ship is to leave the drydock; or

(*b*) by signal, if the change is made during the two days before the ship is to leave drydock;

of the difference between the amount and distribution of weights on board at the time the ship entered drydock and the time that she will leave the drydock.

(*See article 42.60—"Changes of Weight in Dock."*)

(C)

71.4222—REPORT TO SHIP'S OFFICERS BEFORE FLOODING DOCK

(1) When a ship is lying in a dock that is to be flooded, the officer immediately responsible for and who controls the admission of water into the dock, shall notify the Captain in writing of the proposed time of flooding.

(2) He shall not start flooding until he has received a certificate from the Captain certifying that all sea connections of the ship concerned are closed.

(*See article 42.61—"Responsibility for Valves When Undocking."*)

(C) (NS 8360-300) (7 Feb 52)

(71.4223 TO 71.4226 INCLUSIVE: NOT ALLOCATED)

71.4227—REPORTS OF RESULTS OF TRIALS AND TESTS AND ARTICLES UNDER TRIAL

(1) The Captain shall report the results of tests and trials to the Senior Officer in Command, when applicable and the report shall include:

71.4227—REPORT OF RESULTS OF TRIALS AND TESTS AND ARTICLES UNDER TRIAL—cont'd.

(*a*) the name of the authority who ordered the trial;

(*b*) the object of the trial;

(*c*) a description of the gear or method under trial;

(*d*) the method employed to carry out the trial, including

(i) time involved,

(ii) personnel employed, and

(iii) ships or units employed;

(*e*) the weather or sea conditions;

(*f*) the results obtained;

(*g*) the deductions made;

(*h*) any recommendations made; and

(*i*) any other information which is likely to be of value, whether or not it is directly related to the object of the trial.

(2) When the ship is transferred from one command to another, the Captain shall forward to the Senior Officer in Command of the new command a report of all articles in the ship which are under trial or ordered to be put to trial.

(3) When the ship is destored the Captain shall request instructions from the authority who ordered the trial for the disposal of any articles under trial.

(4) The Senior Officer in Command shall forward reports submitted in accordance with this article, together with his recommendations, to Naval Headquarters.

(*See articles 42.82—"Trials and Tests" and 43.09—"Articles under Trial"*).

(C)

71.4228—REPORT OF THE RESULTS OF TRIALS OF MACHINERY

(1) The results of the trials of machinery shall be rendered on Form C.N.S. 346 (*Report of Full Power Trials of Machinery at Sea*) or Form 346a (*Report of Full Power Internal Combustion Machinery.*).

(2) The report shall be rendered in quadruplicate to the Senior Officer in Chief Command two copies shall be forwarded to Naval Headquarters, one copy shall be retained by the Senior Officer in Chief Command and one copy shall be returned to the ship for insertion in the Captain's Ship's Book. A copy of the report is to be entered in the Engine Room Register.

(C)

(*See articles 42.83—"Trials of Machinery".*)

71.4229—REPORT OF DEFICIENCY IN BOATS' AND FLOATS' BUOYANCY

When a swamp test and survey show that a pulling or sailing boat, or a life float is deficient in buoyancy, the Captain shall forward a report to the Superintendent of the Dockyard stating the results of the test and the disclosures of the survey with a request that the boat or float be tested by the dockyard and the necessary corrective measures taken.

(*See articles 42.84—"Buoyancy of Pulling and Sailing Boats", and 42.85—"Tests of Life Floats.*)

(C)

(71.4230 TO 71.4232 INCLUSIVE: NOT ALLOCATED)

71.4233—REPORT OF TESTS OF BOATS' SLINGS, BRIDLES, AND DISENGAGING GEAR

A report of the test of boats' slings, bridles, and disengaging gear shall be rendered in triplicate on Form S 1231/D786 by Superintendent Dockyard to Naval Headquarters:

(*a*) after each test; and

(*b*) at other times as prescribed by the Chief of the Naval Staff.

(*See article 42.87—"Boats' Slings, Bridles, and Disengaging Gear."*)

(C)

71.4234—REPORT OF BOILER TESTS

The results of the boiler tests prescribed in the Engineering Manual shall be reported on:

(*a*) Form C.N.S. 355 (Report of Test of Boilers by Water Pressure);

(*b*) Form C.N.S. 356 (Report of Annual Examination of Boilers); and

(*c*) Form C.N.S. 356b (*Inside and Outside*)—Wear and Waste Test of Water Tube Boilers;

whichever is relevant, and forwarded to Naval Headquarters through the Senior Officer in Chief Command.

(*See article 42.89—"Boiler Tests."*)

(C)

71.4235—REPORT OF TESTS OF POWER OPERATED DECK CRANES

A report of the tests of power operated deck cranes shall be rendered on Form S. 1231 by Superintendent Dockyard to Naval Headquarters:

(*a*) after each test; and

(*b*) if any defects which indicate some form of weakness are found; and a copy forwarded to the ship for insertion in the Captain's Ship's Book.

(*see article 42.90—"Tests of Power Operated Deck Cranes."*)

(C)

71.4236—DEMANDS FOR AND REPORTS OF SURVEY AND TESTS OF CHAIN CABLES, STEEL WIRE HAWSERS AND SIMILAR EQUIPMENT

(1) *New Cables.* New cables shall be demanded on Form C.N.S. 134D which will be accompanied by:

(*a*) a Report of Survey for the old cable; and

(*b*) a full report of the reasons for making the demand.

(2) The maintenance and tests performed in accordance with (4), (5), (6) and (7) of article 42.91 shall be reported on Form S. 194.

(*See article 42.91—"Chain Cables, Steel Wire Hawsers, and Similar Equipment".*)

(C)

71.4237—REPORT OF EXAMINATION OF MOORINGS

When a naval mooring has been examined in accordance with the instructions contained in (2) (*b*) of article 42.92 (Naval Moorings), the Captain shall render a report of its condition and any other relevant information to the Superintendent of the Dockyard.

(C)

(71.4238 TO 71.4249 INCLUSIVE: NOT ALLOCATED)

71.4250—APPLICATION FOR AND REPORT OF SURVEY OF FLAGSTAFFS AND MASTS IN NAVAL ESTABLISHMENTS

(1) The Captain of a naval establishment shall:

(*a*) ensure that requisitions are forwarded through the Senior Officer in Command for the periodic survey of masts and rigging as prescribed in article 42.11; and

(*b*) forward a report of the result of each survey to Naval Headquarters.

(2) *Radio Stations.* The officer in charge of a radio station shall ensure that requisitions are forwarded through the Senior Officer in Command for the periodic survey of masts and rigging.

(*See article 42.11—"Flagstaffs and Masts in Naval Establishments".*)

(C)

71.4251—REPORT OF HYDRAULIC GUN MOUNTING MACHINERY—PERIODICAL SURVEY

As soon as possible after, and within six weeks of the ship's commencing refit, a short summary of the work proposed, together with an estimate of the time and cost, shall be forwarded from the Dockyard to Naval Headquarters for decision as to the work to be proceeded with.

(*See article 42.12—"Hydraulic Gun Mounting Machinery—Periodical Survey".*)

(C)

(71.4252 TO 71.4299 INCLUSIVE: NOT ALLOCATED)

Section 43—Ship's Organization and Arrangements

71.4301—REPORT OF EXCESS WORKING LOAD FOR SHIP'S DERRICKS AND BOAT'S DAVITS

A report shall be forwarded to Naval Headquarters through the Senior Officer in Command when the weight of a boat allocated to a ship exceeds the working load of the ship's derricks and boat's davits.

(*See article 43.17—"Working Load of Ship's Derricks and Boat's Davits".*)

(C)

71.4302—REPORT OF EMPLOYMENT IN TWO WATCHES OF ENGINEERING PERSONNEL

When the ship is under main steam and it is necessary to employ the engineering personnel in two watches for a period exceeding twelve hours, a report of the circumstances shall be rendered to the Senior Officer in Chief Command for transmission to Naval Headquarters.

(*See article 43.69—"Engineering Personnel—Employment in Watches".*)

(C) (4360-934) (20 Dec 51)

(71.4303 TO 71.4399 INCLUSIVE: NOT ALLOCATED)

Section 44—Practices and Drills

71.4401—ANALYSES AND REPORTS OF GUNNERY, TORPEDO AND ANTI-SUBMARINE PRACTICES

(1) Analyses and reports of gunnery, torpedo and anti-submarine exercises shall be forwarded by the officer conducting the exercises through the Senior Officer in Command to the Senior Officer in Chief Command.

(2) The Senior Officer in Chief Command shall examine the analyses and reports forwarded and take local action as considered necessary.

(3) With the exception of analyses of full calibre gunnery firings, which in every instance shall be forwarded, only reports of analyses of exercises of unusual interest or involving failure of material used, shall be forwarded to Naval Headquarters for information.

(*See article 44.25—"Arrangements for Gunnery, Torpedo and Anti-Submarine Practices".*)

(C)

71.4402—PROPOSED FLEET EXERCISES—REPORT REQUIRED

(1) When it is proposed to carry out exercises of ships in Canadian waters, the officer conducting the exercises shall report to the Senior Officer in Chief Command, giving at least forty-eight hours' notice, where there is:

71.4402—PROPOSED FLEET EXERCISES—REPORT REQUIRED—(Cont'd)

(*a*) risk of extensive damage being sustained by fishing nets; or

(*b*) to be firing, use of star shells, rockets, or Very's lights; or

(*c*) any other exercise likely to be seen or heard from shore; or

(*d*) an intention to lay obstructions in any area in Canadian waters; or

(*e*) an intention to prohibit or restrict traffic in a dockyard port.

(2) The particulars of the report required by (1) of this article shall include:

(*a*) date, time, and nature of the exercise;

(*b*) the area affected; and

(*c*) the nature of intended obstructions or restrictions on traffic.

(3) *Local Authorities To Be Informed.* The Senior Officer in Chief Command shall be responsible that this information is passed to the appropriate local agents of the Departments of Fisheries, Transport, and National Revenue and local police authorities.

(*See articles 44.47—"Arrangements For Fleet Exercises", and 44.48—"Evolution or Operation Within Limits of Dockyard Port".*)

(C)

(71.4403 TO 71.4499 INCLUSIVE: NOT ALLOCATED)

Section 45—Inspections

71.4501—REPORT OF THE RESULTS OF INSPECTIONS AND MUSTERS

(1) The results of periodical inspections shall be reported on Form C.N.S. 425 ("Cover and Inserts").

(2) Copies of reports of inspections (Form C.N.S. 425) shall be forwarded as prescribed on the form.

(3) The inspecting officer shall report to Naval Headquarters on Form C.N.S. 425 (1) to ~~(12)~~ (15):

(*a*) the names of officers to whom credit is due when marked efficiency is evident; and

(*b*) the names of officers responsible when neglect or inefficiency are evident.

(4) The results of inspections of newly commissioned ships shall be reported on Form C.N.S. 425 (*See article 45.20—"Inspections of Ships on Commissioning".*).

(*See Chapter 45—"Inspections".*) (29 Apr 52)

(C)

71.4502—DISPOSAL OF ENGINE ROOM REGISTERS

Engine room registers when completed shall be forwarded to the Senior Officer in Command who shall forward them to Naval Headquarters after inspection by the Command Technical Officer. (*1 Mar 55*)

(*See article 45.21—"Inspection of Engine Room Departments".*)

(C)

(71.4503 TO 71.4599 INCLUSIVE: NOT ALLOCATED)

Section 46—Staff of Senior Officer in Command

(71.4601 TO 71.4699 INCLUSIVE: NOT ALLOCATED)

Section 47—Communications

71.4701—RETURN OF SIGNALLING WITH MERCHANT VESSELS

DMIT

(1) At the end of each quarter a return of signal exercises conducted with merchant vessels shall be rendered on Form C.N.S. 174 to Naval Headquarters through the Senior Officer in Command.

(2) When no signalling exercises have been carried out with merchant vessels, the reasons for all failures to perform them shall be forwarded.

(*See article 47.11—"Signalling With Merchant Vessels."*)

(C)

71.4702—HALF-YEARLY COMMUNICATION REPORT

(1) When no part of the navy is on active service by reason of an emergency, the Captain shall render a report on the communication personnel borne, and the visual signalling and radio materiel fitted in the ship:

(*a*) half-yearly on 31st March and 30th September; and
(*b*) on any occasion requiring a special report such as changes or modifications to equipment, trials and tests carried out, etc.

(2) The report shall contain remarks on the materiel including:

(*a*) general remarks on the operation of equipment;
(*b*) suggestions for improvement;
(*c*) proposals for replacements and additional apparatus; and
(*d*) equipment capabilities and limitations of interest.

(3) The remarks on personnel shall be divided into three sections, Communicators Visual, Communicators Radio and Communicators Supplementary, and shall deal with the following subjects:

(*a*) the communication complement and manning state in the ship;
(*b*) the general efficiency of the men in the branch;
(*c*) the general training of communicators and in particular any subjects which do not appear to be sufficiently covered in the various courses;
(*d*) the training program carried out on board including evolutions and drills; and
(*e*) general remarks.

(4) The remarks on personnel shall be of a general nature and shall not deal with individuals.

(5) Reports shall be forwarded in manuscript through the Senior Officer in Chief Command to Naval Headquarters, with a copy to:

(*a*) HMC Communications School, Cornwallis, Nova Scotia; and
(*b*) the Senior Officer, Supplementary Radio Stations, HMCS GLOUCESTER, when the remarks on personnel include Communicators Supplementary.

(C) (15 Apr 55)

(71.4703 TO 71.4799 INCLUSIVE: NOT ALLOCATED)

Section 48—Navigation, Direction, Pilotage and Meteorology

71.4801—REPORT OF NOON POSITION

Except when any part of the navy is on active service by reason of an emergency, when cruising, the Captain or Senior Officer present shall report daily by message to Naval Headquarters and to the appropriate operational authority the:

(*a*) noon (local time)

(i) position,

(ii) course, and

(iii) speed,

of the ship or ships;

(*b*) names of ships in company; and *(24 Nov 52)*

(*c*) when applicable, the ice report prescribed in Naval General Orders.

(C)

71.4802—REPORTS REGARDING PILOTS

The Captain shall report to:

(*a*) Naval Headquarters

(i) when he employs a pilot under the provisions of (3) of article 48.21 (Pilotage),

(ii) full particulars of any agreement entered into with a pilot under the provisions of (2) of article 48.22 (Pilots); and

(*b*) the Senior Officer in Command when a pilot is relieved of his duties under the provisions of (3) of article 48.23 (Relation Between Pilot and Ship's Officers).

(See articles 48.21—"Pilotage", 48.22—"Pilots", and 48.23 "Relation Between Pilot and Ship's Officers.")

(C)

71.4803—REPORT OF TOUCHING GROUND AND COLLISION

(1) *Touching Ground and Contact with Sunken or Floating Objects.* When a ship touches ground or collides with a sunken or floating object, the Captain shall:

(*a*) report immediately by message to his Senior Officer

(i) the locality of the grounding or collision,

(ii) the condition of the ship, and

(iii) whether assistance is required; and

(*b*) forward as early as possible

(i) a report on Form C.N.S. 232 (Report of Collision or Grounding),

71.4803—REPORT OF TOUCHING GROUND AND COLLISION—(Cont'd)

(ii) a separate report written by himself, and

(iii) a separate report written by the Navigating Officer.

The senior Officer shall send the reports to Naval Headquarters.

(2) *Collisions.* When a ship comes into collision with another vessel, the Captain shall:

(*a*) report immediately by message to Naval Headquarters and to his Senior Officer

(i) the position of the collision,

(ii) condition of the ship and vessel,

(iii) whether assistance is required,

(iv) whether the other vessel is considered to be at fault,

(v) where she can be found and up to what date,

(vi) her port of registry,

(vii) her owner's name and address, and

(viii) if possible, an estimate of the cost and time required to repair the ship; and

(*b*) forward, as early as possible, to his Senior Officer

(i) a report on Form C.N.S. 232 (Report of Collision or Grounding),

(ii) detailed statements of witnesses,

(iii) diagrams indicating the relative positions, and movements of the ship and vessel concerned.

The Senior Officer shall send the documents listed in (*b*) of this paragraph to Naval Headquarters.

(3) *Collision With Docks, Etc.* Similar procedure to that prescribed in (2) of this article shall be followed where damage has been caused, or was possibly caused by:

(*a*) a vessel belonging to or under the control of the navy to any dock or other structure; and

(*b*) any vessel to a dock or any other structure which belongs to or is controlled by the navy.

(4) *Collision With Dock or Basin in Dockyard.* When a vessel belonging to or under the control of the navy collides with or bears hard against the side of a dock or basin in a dockyard, the Superintendent of the Dockyard shall report to the Captain whether, in the opinion of the Dockyard Officers, the vessel has been damaged.

(*See articles 48.31 — "Touching Ground and Collision", 42.08 — "Surveys after Collision", and 71.4203—"Report of Survey After Collision".*)

(C)

(71.4804: NOT ALLOCATED)

71.4805—REPORT OF WRECK

When a ship is wrecked, the Captain shall, as soon as possible, report the matter by the quickest available method, to the Senior Officer in Command and to Naval Headquarters, giving the following information:

(*a*) the locality of the wreck;

(*b*) the condition of the ship;

(*c*) the names, ranks, file numbers and official numbers of officers and men who have been killed or injured;

(*d*) an account of any of the provisions of (1) of article 48.33 (Wreck) with which he has been unable to comply; and

(*e*) what arrangements have been made for the disposal of the crew and any salvaged material.

(C)

71.4806—REPORTS OF SHIP'S QUALITIES AND TRIALS

Upon completion of the trials prescribed in article 48.41 (Ship's Qualities and Trials) completed copies of Form C.N.S. 347 and all diagrams and other particulars shall be forwarded in triplicate to the Senior Officer in Command for transmission to Naval Headquarters.

(C)

71.4807—REPORTS OF NAVIGATIONAL DANGERS AND HYDROGRAPHIC INFORMATION

(1) Reports of an urgent nature which concern navigational dangers or hydrographical information shall be sent to the Senior Officer in Command by message, a complete report being rendered as soon as possible, in the manner described in (3) of this article.

(2) A report of urgent hydrographical information or of a navigational danger sent by message shall include:

(*a*) its nature;

(*b*) its position and extent;

71.4807—REPORT OF NAVIGATIONAL DANGERS AND HYDROGRAPHIC INFORMATION—(Cont'd)

(*c*) the means used to fix its position and the angles obtained;

(*d*) the depth of water.

(3) Form C.N.H. 395 (Revised Jan. 1953) (Hydrographic Note) shall be prepared and forwarded in accordance with the instructions contained in it and any plans or diagrams that have been made shall be signed by the officers who conducted the survey and attached to the form. (*1 Mar 53*)

(*See article 48.45—"Navigational Dangers and Hydrographic Information", and 48.46—Derelict Vessels".*)

(C)

71.4808—REPORTS OF WRECKS IN DOCKYARD PORTS

When a vessel becomes a wreck in a dockyard port, the Queen's Harbour Master shall report the following particulars to Naval Headquarters:

(*a*) the vessel's
- (i) name,
- (ii) tonnage, and
- (iii) cargo;

(*b*) the owner's
- (i) name, and
- (ii) address;

(*c*) the cause of the wreck and whether there is any evidence that it was due to negligence;

(*d*) the position of the wreck;

(*e*) what portion of the wreck is visible at low water;

(*f*) the depth of water over a submerged wreck; and

(*g*) whether
- (i) the wreck is an obstruction to navigation,
- (ii) removal of masts, funnels or bridges will remove any danger to surface navigation,
- (iii) removal of the wreck is necessary,
- (iv) removal of the wreck is diffiult,
- (v) the owners are known to contemplate removal or abandonment,
- (vi) marking is necessary, and
- (vii) the wreck is marked, how and by whom and whether the marking is adequate.

(*See article 48.47—"Wrecks—Dockyard Ports".*)

(C)

71.4809—REPORTS ON COMPASSES

(1) *Magnetic Compass Deviations.*

(*a*) When a ship is swung for correction of magnetic compasses, a report shall be forwarded on Form C.N.S 374a giving

(i) the deviations of the Standard Compass, and

(ii) comparisons of the readings of the Standard Compass with the other magnetic compasses.

(*b*) Annually, on 31st December, a report shall be forwarded showing the dates during the preceding year on which the ship was swung.

(2) The reports prescribed in (1) of this article shall be forwarded to the Senior Officer in Command for transmission to Naval Headquarters.

(*See article 48.51—"Compasses".*)

(C) (15 Dec 51)

71.4810—REPORTS ON CHRONOMETERS AND WATCHES

(1) The Captain shall forward a report of the circumstances to Naval Headquarters through the Senior Officer in Command, copy to the Superintendent of the Chronometer Depot, when a chronometer, chronometer watch or deck watch:

(*a*) sustains damages; or

(*b*) is lost or stolen.

(2) The Captain shall forward a return on Form CNH 394 (Return of Chronometers and Navigational Watches) to the Superintendent of the Chronometer Depot of the Command in duplicate:

(*a*) annually on 31 December;

(*b*) upon supersession of the Navigating Officer;

(*c*) upon transfer of instruments to another ship; and

(*d*) upon transfer of instruments to a depot other than the issuing Chronometer Depot.

(3) The Superintendent of the Chronometer Depot shall complete the remarks section of the forms received in accordance with (2) of this article and forward one copy of each form to Naval Headquarters.

(4) The certificate in the Form CNH 394 to the effect that the chronometers and watches are in a serviceable condition shall be signed by the officer taking them on charge.

(5) The following information shall be given in the return:

(*a*) particulars of the chronometers, chronometer watches and deck watches held on board; and

(*b*) a list of all receipts and issues of these instruments during the period of the return.

(*See article 48.52—"Chronometers and Watches"*)

(15 Jul 53)

(C)

71.4811—REPORT OF INACCURACIES IN CHARTS AND NAVIGATIONAL PUBLICATIONS

(1) It is the duty of the Navigating Officer to record and report any information that is or is likely to be of value for the correction of charts and navigational publications.

(2) *Inaccuracies in Charts.* When the Navigating Officer detects an inaccuracy or a deficiency in a chart, he shall forward are port, in quadruplicate, on Form C.N.S.H. 395 (Hydrographic Note) to the Captain. In preparing this report the Navigating Officer shall:

(*a*) state clearly the inaccuracy or deficiency that exists and the amendments he considers should be made in the configuration of the casts, in the latitudes and longitudes, in the soundings, or in the position of dangers;

(*b*) describe in detail the evidence upon which he bases his conclusion, giving the angles, bearings, or other observations he has employed to determine the true position; and

(*c*) where it is necessary for a clear presentation of his report, prepare a tracing of the portion of the largest scale chart affected, showing in red ink the alterations or additions made and attach the tracing to Form C.N.S. H395.

(3) The Captain shall, if the item reported under (2) of this article, is:

(*a*) in Canadian waters,

(i) forward two copies to Naval Headquarters for the Hydrographer,

(ii) forward one copy to the appropriate Chart Depot, and

(iii) retain one copy;

(*b*) outside Canadian waters,

(i) forward one copy direct to the Admiralty for Hydrographer,

(ii) forward the original to Naval Headquarters for Hydrographer with a notification that a copy has been sent to Admiralty, and

(*c*) of urgent importance, in addition to forwarding CNS Form H.395 (Hydrographic Note), forward by message to Naval Headquarters, repeated to Admiralty in cases under (*b*) of this paragraph, details of the inaccuracy or deficiency.

(*See article 48.58—"Correction of Charts and Navigational Publications"*.)

(C)

(71.4812 TO 71.4899 INCLUSIVE: NOT ALLOCATED)

Section 49—Gunnery, Torpedo Anti-Submarine and Ordnance

71.4901—REPORT OF LOSS OF TORPEDOES

(1) The officers who investigate the circumstances attending the loss of a torpedo shall render the report prescribed in the Torpedo Firing Manual to the Senior Officer present afloat.

(2) If the officer who receives the report prescribed in (1) of this article, is satisfied with its contents he shall append his remarks (*see (3) (c) of this article*), and shall forward it to Naval Headquarters immediately. If he is not satisfied with the report, he shall retain it until completion of the Board of Inquiry (*see (3) of this article*).

(3) When the Senior Officer present afloat has ordered a board of inquiry to investigate the circumstances attending the loss of a torpedo, he shall forward to Naval Headquarters:

(*a*) the minutes of the Board of Inquiry;

(*b*) report as to Loss of Torpedoes (Form C.N.S. 307); and

(*c*) his own remarks, which shall include his opinion whether or not blame is attributable to any officer or man and a statement of any disciplinary action which has been taken in connection with the matter.

(4) If the torpedo is subsequently found, the fact shall be reported in writing to Naval Headquarters and to the other authorities who were informed of the loss.

(*See article 49.21—"Loss of Torpedoes".*)

(C)

71.4902—REPORTS ON MINES

Should any defect be found in a mine, the Senior Officer in Command shall render a report of the matter to Naval Headquarters.

(*See article 49.31—"Mines, Minesweeping and Minelaying Materiel".*)

(C)

71.4903—REPORT OF LOSS OVERBOARD OF EXPLOSIVES

(1) When any of the armament stores described in article 49.41 (Loss Overboard of Explosives) are lost overboard and not recovered, the Captain shall forward a report to:

(*a*) the Senior Officer in Chief Command; and

(*b*) in a naval port, the Senior Officer in Command of the port; or

(*c*) in other than a naval port, the competent port authority.

(2) The reports shall include:

(*a*) necessary information as to the

(i) nature of the stores, and

71.4903—REPORT OF LOSS OVERBOARD OF EXPLOSIVES—(Cont'd)

(ii) locality in which they were lost; and

(*b*) if made to other than a naval authority

(i) a warning as to the nature of the risk,

(ii) instructions as to the precautions to be taken,

(iii) instructions to report their recovery to the Senior Officer at the nearest naval port or to Naval Headquarters, and

(iv) instructions to retain the stores in a safe place pending receipt of information concerning their final disposal from the naval authority.

(*See articles 49.41—"Loss Overboard of Explosives" and 36.11—"Action By The Captain Or Officer In Charge To Whom Loss Of Or Damage To Materiel is Reported".*)

(C)

71.4904—REPORTS ON NAVAL ARMAMENT STORES

(1) When a deficiency or defect is found in any Naval Armament Stores whether or not it is issued under government seal, a report of the matter shall be forwarded to the local Naval Armament Supply Officer.

(2) When any indication of neglect is discovered during the examination of the defective stores referred to in (1) of this article, a report shall be rendered to the Senior Officer in Command who shall, should the circumstances warrant it, refer to the matter the Senior Officer in Chief Command. Where the examination suggests serious neglect, the Senior Officer in Chief Command shall send a report to Naval Headquarters.

(3) The Officer-in-Charge of spare stores shall report in writing to the Captain the results of the trials prescribed in (2) of article 49.47 (Inspection and Trial of Naval Armament Stores).

(C)

(71.4905 TO 71.4999 INCLUSIVE: NOT ALLOCATED)

Section 50—Physical and Recreational Training and Life Saving Classes

71.5001—REPORT OF SWIMMING INSTRUCTION

All instruction given in swimming and in life saving shall be reported on the Monthly Return of Men Under Training (Form C.N.S. 2422).
(*See article 50.10—"Swimming Instruction".*)

(C)

(71.5002 TO 71.5099 INCLUSIVE: NOT ALLOCATED)

Section 51—Engineering

(71.5101: NOT ALLOCATED)

71.5102—REPORT OF STEAMING IN HIGH TEMPERATURES

When temperatures are so high that the health of the ship's company may be affected, the Captain shall render a report to Naval Headquarters stating the:

(*a*) temperature on deck;

(*b*) temperature in the engine room;

(*c*) temperature in the boiler room;

(*d*) speed of the ship; and

(*e*) number of boilers in use.

(*See BRCN 5521 (1) article 1.25—"Steaming in High Temperatures".*)

(C) (31 Oct 56)

71.5103—REPORT OF LOAD ON SAFETY VALVES

When the load on a safety valve is reduced, a report shall be forwarded to the Senior Officer in Command for transmission to Naval Headquarters giving the:

(*a*) amount of the reduction; and

(*b*) reasons for making it.

(*See BRCN 5521 (1) article 4.47—"Load on Safety Valves".*)

(C)

71.5104—RETURN OF STORAGE CAPACITY AND EXPENDITURE OF FUEL AND WATER

(1) A return shall be rendered to the Senior Officer in Command for transmission to Naval Headquarters on Form C.N.S. 231 (Storage Capacity and Expenditure of Fuel and Water):

(*a*) on completion of the first six months of the ship's first commission;

(*b*) on completion of the first twelve months of the ship's first commission; and

(*c*) on any other occasion that the

(i) Captain, or

(ii) Senior Officer in Command

considers it advisable.

(2) When a comparison of the data shown in these returns and the endurance data given in confidential book 01815B shows such a variance that an amendment to the endurance data is desirable, a report on form C.N.S. 231 shall be rendered to Naval Headquarters through the Senior Officer in Command. (*31 Oct 56*)

(C)

71.5105—REPORTS ON FUEL

The Senior Officer in Command shall periodically report to Naval Headquarters the result obtained by actual trial, of the different types of coal or other fuel used in the ships under his jurisdiction with regard to:

(*a*) economy;

(*b*) stowage; and

(*c*) generation of steam.

(C)

71.5106—REPORTS OF FUEL CONSUMPTION

(1) The Captain shall render a monthly report on form CNS 2563 to Naval Headquarters through the Senior Officer in Command, of receipts and expenditures of:

(*a*) oil fuel;

(*b*) diesel fuel; and

(*c*) other petroleum products.

(2) The correct designation of the petroleum products by national specifications or commercial name shall be ascertained at the time of delivery and recorded in the appropriate column of form CNS 2563.

(*See BRCN 5521 (1) article 2.15 (table)—"Oils and Greases (Relative Equivalents)".*)

(C) (31 Oct 56)

71.5107—REPORT OF OIL FUEL, DIESEL FUEL, PETROLEUM PRODUCTS OR COAL OF INFERIOR QUALITY

If oil fuel, diesel fuel, a petroleum product or coal appears to be of inferior quality, a report shall be forwarded to Naval Headquarters through the Senior Officer in Command stating the:

(*a*) name;

(*b*) source;

(*c*) age;

of the product;

(*d*) from whom it was received; and

(*e*) the date of receipt on board.

(C) (31 Oct 56)

(71.5108 TO 71.5199 INCLUSIVE: NOT ALLOCATED)

Section 52—Electrical Duties

(71.5201 TO 71.5299 INCLUSIVE: NOT ALLOCATED)

Section 53—Photography

(71.5301 TO 71.5399 INCLUSIVE: NOT ALLOCATED)

Section 54—Education

(71.5401 TO 71.5499 INCLUSIVE: NOT ALLOCATED)

Sections 55 and 56—Not Allocated

(71.5501 TO 71.5699 INCLUSIVE: NOT ALLOCATED)

Section 57—Correspondence, Books and Publications and Mails

(71.5701 TO 71.5799 INCLUSIVE: NOT ALLOCATED)

Section 58—Examinations

71.5801—DISPOSAL OF WORKED EXAMINATION PAPERS

Unless otherwise prescribed, worked examination papers shall be returned to the supplying authority.

(C) (17 Mar 53)

(71.5802 TO 71.5899 INCLUSIVE: NOT ALLOCATED)

Sections 59 to 60 Inclusive—Not Allocated

(71.5901 TO 71.6099 INCLUSIVE: NOT ALLOCATED)

Section 61—Ceremonies

(71.6101 TO 71.6199 INCLUSIVE: NOT ALLOCATED)

Section 62—Flags, Ensigns and Jacks

(71.6201 TO 71.6299 INCLUSIVE: NOT ALLOCATED)

Section 63—Military Salutes

(71.6301 TO 71.6399 INCLUSIVE: NOT ALLOCATED)

Section 64—International Relations

(71.6401 TO 71.6499 INCLUSIVE: NOT ALLOCATED)

Section 65 to 70 Inclusive—Not Allocated

(71.6501 TO 71.7099 INCLUSIVE: NOT ALLOCATED)

Section 71—Reports and Returns

71.7101—LIST OF RETURNS

(1) The list of returns to be rendered from ships, naval establishments, and dockyards to Naval Headquarters and to other authorities shall be promulgated in Naval General Orders.

(2) The list shall be provided as a guide for all persons concerned in the preparation and rendering of returns. It shall not be considered as exhaustive, and shall not be quoted as authority for failure to render any return required by KRCN, Naval General Orders, or other instructions issued from Naval Headquarters.

(C)

(71.7102 TO 71.7199 INCLUSIVE: NOT ALLOCATED)

Section 72 to 99 Inclusive—Not Allocated

(71.7201 TO 71.9999 INCLUSIVE: NOT ALLOCATED)

APPENDIX I

AN ACT RESPECTING OFFICIAL SECRETS

CHAPTER 49

[*Assented to 3rd June, 1939.*]

HIS MAJESTY, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:—

Short Title

Short title.

1. This Act may be cited as *The Official Secrets Act.*

Interpretation

Interpretation.

2. In this Act, unless the context otherwise requires,

(*a*) Any reference to His Majesty means His Majesty in right of Canada or of any province; Reference to His Majesty.

(*b*) Expressions referring to communicating or receiving include any communicating or receiving, whether in whole or in part, and whether the sketch, plan, model, article, note, document or information itself or the substance, effect, or description thereof only be communicated or received; expressions referring to obtaining or retaining any sketch, plan, model, article, note, or document, include the copying or causing to be copied the whole or any part of any sketch, plan, model, article, note, or document; and expressions referring to the communication of any sketch, plan, model, article, note or document include the transfer or transmission of the sketch, plan, model, article, note or document; Communicating or receiving.

(*c*) The expression "Attorney General" means the Attorney General of Canada; "Attorney General".

(*d*) The expression "document" includes part of a document; "document".

(*e*) The expression "model" includes design, pattern and specimen; "model".

(*f*) The expression "munitions of war" means arms, ammunition, implements or munitions of war, military, naval or air stores, or any articles deemed capable of being converted thereinto, or made useful in the production thereof; "munitions of war".

(*g*) The expression "offence under this Act" includes any act, omission or other thing which is punishable hereunder; "offence under this Act".

(*h*) The expression "office under His Majesty" includes any office or employment in or under any department or branch of the Government of Canada or of any province, and any office or employment in, on or under any board, commission, corporation or other body that is an agent of His Majesty in right of Canada or any province; "office under His Majesty".

(*i*) The expression "prohibited place" means "prohibited place".

(i) any work of defence belonging to or occupied or used by or on behalf of His Majesty including arsenals, naval, military or air force establishments or stations, factories, dockyards, mines, minefields, camps, ships, aircraft, telegraph, telephone, wireless or signal stations or offices, and places used for the purpose of building, repairing, making or storing any munitions of war or any sketches, plans, models, or documents relating thereto, or for the purpose of getting any metals, oil or minerals of use in time of war.

(ii) any place not belonging to His Majesty where any munitions of war or any sketches, models, plans or documents relating thereto, are being made, repaired, gotten or stored under contract with, or with any person on behalf of, His Majesty, or otherwise on behalf of His Majesty; and

(iii) any place which is for the time being declared by order of the Governor in Council to be a prohibited place on the ground that information with respect thereto or damage thereto would be useful to a foreign power.

"sketch". (*j*) The expression "sketch" includes any mode of representing any place or thing;

"senior" police officer". (*k*) The expression "senior police officer" means any officer of the Royal Canadian Mounted Police not below the rank of Inspector; any officer of any provincial police force of a like or superior rank; the Chief constable of any city or town with a population of not less than ten thousand; or any person upon whom the powers of a senior police officer are for the purposes of this Act conferred by the Governor in Council.

Spying. **3.** (1) If any person for any purpose prejudicial to the safety or interests of the State.

(*a*) approaches, inspects, passes over, or is in the neighbourhood of, or enters any prohibited place; or

(*b*) makes any sketch, plan, model or note which is calculated to be or might be or is intended to be directly or indirectly useful to a foreign power; or

(*c*) obtains, collects, records, or publishes, or communicates to any other person any secret official code word, or pass word, or any sketch, plan, model, article, or note, or other document or information which is calculated to be or might be or is intended to be directly or indirectly useful to a foreign power;

he shall be guilty of an offence under this Act.

Accused person may be convicted if purpose prejudicial to the safety of the State.

(2) On a prosecution under this section, it shall not be necessary to show that the accused person was guilty of any particular act tending to show a purpose prejudicial to the safety or interests of the State, and, notwithstanding that no such act is proved against him, he may be convicted if, from the circumstances of the case, or his conduct, or his known character as proved, it appears that his purpose was a purpose prejudicial to the safety or interests of the State; and if any sketch, plan, model, article, note, document or information relating to or used in any prohibited place, or anything in such a place, or any secret official code word or pass word is made, obtained, collected, recorded, published or communicated by any person, other than a person acting under lawful authority, it shall be deemed to have been made, obtained, collected, recorded, published or communicated for a purpose prejudicial to the safety or interests of the State unless the contrary is proved.

Communication with agent of foreign power, etc., sufficient evidence.

(3) In any proceedings against a person for an offence under this section, the fact that he has been in communication with, or attempted to communicate with, an agent of a foreign power, whether within or without Canada, shall be evidence that he has, for a purpose prejudicial to the safety or interests of the State, obtained or attempted to obtain information which is calculated to be or might be or is intended to be directly or indirectly useful to a foreign power.

When person deemed to have been in communication with agent of a foreign power.

(4) For the purpose of this section, but without prejudice to the generality of the foregoing provision—

(*a*) a person shall, unless he proves the contrary, be deemed to have been in communication with an agent of a foreign power if—

(i) he has, either within or without Canada, visited the address of an agent of a foreign power or consorted or associated with such agent; or

(ii) either within or without Canada, the name or address of, or any other information regarding such an agent has been found in his possession, or has been supplied by him to any other person, or has been obtained by him from any other person.

(*b*) the expression "an agent of a foreign power" includes any person who is or has been or is reasonably suspected of being or having been employed by a foreign power either directly or indirectly for the purpose of committing an act, either within or without Canada, prejudicial to the safety or interests of the State, or who has or is reasonably suspected of having, either within or without Canada, committed, or attempted to commit, such an act in the interests of a foreign power; "an agent of a foreign power" defined.

(*c*) any address, whether within or without Canada, reasonably suspected of being an address used for the receipt of communications intended for an agent of a foreign power, or any address at which such an agent resides, or to which he resorts for the purpose of giving or receiving communications, or at which he carries on any business, shall be deemed to be the address of an agent of a foreign power, and communications addressed to such an address to be communications with such an agent. When address deemed that of an agent of a foreign power.

4. (1) If any person having in his possession or control any secret official code word, or pass word, or any sketch, plan, model, article, note, document or information which relates to or is used in a prohibited place or anything in such a place, or which has been made or obtained in contravention of this Act, or which has been entrusted in confidence to him by any person holding office under His Majesty, or which he has obtained or to which he has had access while subject to the Code of Service Discipline within the meaning of *The National Defence Act* or owing to his position as a person who holds or has held office under Her Majesty, or as a person who holds or has held a contract made on behalf of Her Majesty, or a contract the performance of which in whole or in part is carried out in a prohibited place, or as person who is or has been employed under a person who holds or has held such an office or contract,— Wrongful communication, etc., of information. 1950, c. 43.

(*a*) communicates the code word, pass word, sketch, plan, model, article, note, document or information to any person, other than a person to whom he is authorized to communicate with, or a person to whom it is in the interest of the State his duty to communicate it; or

(*b*) uses the information in his possession for the benefit of any foreign power or in any other manner prejudicial to the safety or interests of the State; or

(*c*) retains the sketch, plan, model, article, note, or document in his possession or control when he has no right to retain it or when it is contrary to his duty to retain it or fails to comply with all directions issued by lawful authority with regard to the return or disposal thereof; or

(*d*) fails to take reasonable care of, or so conducts himself as to endanger the safety of the sketch, plan, model, article, note, document, secret official code word or pass word or information;

that person shall be guilty of an offence under this Act.

(2) If any person having in his possession or control any sketch, plan, model, article, note, document or information which relates to munitions of war, communicates it directly or indirectly to any foreign power, or in any other manner prejudicial to the safety or interests of the State, that person shall be guilty or an offence under this Act. Communication of sketch, plan, model, etc.

Receiving code word, sketch, etc.

(3) If any person receives any secret official code word, or pass word, or sketch, plan, model, article, note, document or information, knowing, or having reasonable ground to believe, at the time when he receives it, that the code word, pass word, sketch, plan, model, article, note, document or information is communicated to him in contravention of this Act, he shall be guilty of an offence under this Act, unless he proves that the communication to him of the code word, pass word, sketch, plan, model, article, note, document or information was contrary to his desire.

(4) If any person,—

Retaining official document, etc.

(*a*) retains for any purpose prejudicial to the safety or interests of the State any official document, whether or not completed or issued for use, when he has no right to retain it, or when it is contrary to his duty to retain it, or fails to comply with any directions issued by any Government department or any person authorized by such department with regard to the return or disposal thereof; or

Allowing other to have possession.

(*b*) allows any other person to have possession of any official document issued for his use alone, or communicates any secret official code word or pass word so issued, or, without lawful authority or excuse, has in his possession any official document or secret official code word or pass word issued for the use of some person other than himself, or on obtaining possession of any official document by finding or otherwise, neglects or fails to restore it to the person or authority by whom or for whose use it was issued, or to a police constable;

he shall be guilty of an offence under this Act.

Unauthorized use of uniforms; falsification of reports, forgery, personation and false documents.

5. (1) If any person for the purpose of gaining admission, or of assisting any other person to gain admission, to a prohibited place, or for any other purpose prejudicial to the safety or interests of the State,—

(*a*) uses or wears, without lawful authority, any naval, military, air force, police or other official uniform or any uniform so nearly resembling the same as to be calculated to deceive, or falsely represents himself to be a person who is or has been entitled to use or wear any such uniform; or

(*b*) orally, or in writing in any declaration or application, or in any document signed by him or on his behalf, knowingly makes or connives at the making of any false statement or any omission; or

(*c*) forges, alters, or tampers with any passport or any naval, military, air force, police or official pass, permit, certificate, licence or other document of a similar character, (hereinafter in this section referred to as an official document), or uses or has in his possession any such forged, altered, or irregular official document; or

(*d*) personates, or falsely represents himself to be a person holding, or in the employment of a person holding, office under Her Majesty, or to be or not to be a person to whom an official document or secret official code word or pass word has been duly issued or communicated, or with intent to obtain an official document, secret official code word or pass word, whether for himself or any other person, knowingly makes any false statement; or

(*e*) uses, or has in his possession or under his control, without the authority of the Government department or the authority concerned, any die, seal, or stamp of or belonging to, or used, made, or provided by any Government department, or by any diplomatic, naval, military, or air force authority appointed by or acting under the authority of Her Majesty, or any die, seal or stamp, so nearly resembling any such die, seal or stamp as to be calculated to deceive, or counterfeits any such die, seal or stamp, or uses or has in his possession, or under his control, any such counterfeited die, seal or stamp;

he shall be guilty of an offence under this Act.

(2) If any person without lawful authority or excuse, manufactures or sells, or has in his possession for sale any such die, seal or stamp as aforesaid, he shall be guilty of an offence under this Act. Unlawful dealing with dies, seals, etc.

6. No person in the vicinity of any prohibited place shall obstruct, knowingly mislead or otherwise interfere with or impede any constable or police officer, or any member of His Majesty's forces engaged on guard, sentry, patrol, or other smilar duty in relation to the prohibited place, and, if any person acts in contravention of, or fails to comply with, this provision, he shall be guilty of an offence under this Act. Interfering with officers of the police or members of His Majesty's forces.

7. (1) Where it appears to the Minister of Justice that such a course is expedient in the public interest, he may, by warrant under his hand, require any person who owns or controls any telegraphic cable or wire, or any apparatus for wireless telegraphy, used for the sending or receipt of telegrams to or from any place out of Canada, to produce to him, or to any person named in the warrant, the originals and transcripts, either of all telegrams, or of telegrams of any specified class or description, or of telegrams sent from or addressed to any specified person or place, sent to or received from any place out of Canada by means of any such cable, wire, or apparatus and all other papers relating to any such telegram as aforesaid. Power to require the production of telegrams.

(2) Any person who, on being required to produce any such original or transcript or paper as aforesaid, refuses or neglects to do so shall be guilty of an offence under this Act, and shall for each offence, be liable on summary conviction to imprisonment, with or without hard labour, for a term not exceeding three months, or to a fine not exceeding two hundred dollars, or to both such imprisonment and fine. Refusing or neglecting to produce original, etc. Penalty.

8. If any person knowingly harbours any person whom he knows, or has reasonable grounds for supposing, to be a person who is about to commit or who has committed an offence under this Act, or knowingly permits to meet or assemble in any premises in his occupation or under his control any such persons, or if any person having harboured any such person, or permitted to meet or assemble in any premises in his occupation or under his control any such persons, wilfully omits or refuses to disclose to a senior police officer any information which it is in his power to give in relation to any such person, he shall be guilty of an offence under this Act. Harbouring spies.

9. Any person who attempts to commit any offence under this Act, or solicits or incites or endeavours to persuade another person to commit an offence, or aids or abets and does any act preparatory to the commission of an offence under this Act, shall be guilty of an offence under this Act and shall be liable to the same punishment, and to be proceeded against in the same manner, as if he had committed the offence. Attempts, incitements, etc.

10. Any person who is found committing an offence under this Act, or who is reasonably suspected of having committed, or having attempted to commit, or being about to commit, such an offence, may be arrested without a warrant and detained by any constable or police officer. Power to arrest without warrant.

11. (1) If a justice of the peace is satisfied by information on oath that there is reasonable ground for suspecting that an offence under this Act has been or is about to be committed, he may grant a search warrant authorizing any constable named therein, to enter at any time any premises or place named in the warrant, if necessary by force, and to search the premises or place and every person found therein, and to seize any sketch, plan, model, article, note or document, or anything which is evidence of an offence under this Act having been or being about to be committed, which he may find on the premises or place or on Search warrants.

any such person, and with regard to or in connection with which he has reasonable ground for suspecting that an offence under this Act has been or is about to be committed.

In case of great emergency.

(2) Where it appears to an officer of the Royal Canadian Mounted Police not below the rank of Superintendent that the case is one of great emergency and that in the interest of the State immediate action is necessary, he may by a written order under his hand give to any constable the like authority as may be given by the warrant of a justice under this section.

Prosecution only with consent of Attorney General.

12. A prosecution for an offence under this Act shall not be instituted except by or with the consent of the Attorney General: Provided that a person charged with such an offence may be arrested, or a warrant for his arrest may be issued and executed, and any such person may be remanded in custody or on bail, notwithstanding that the consent of the Attorney General to the institution of a prosecution for the offence has not been obtained, but no further or other proceedings shall be taken until that consent has been obtained.

Offences committed outside Canaba triable in Canada

12A. An act, omission or thing that would, by reason of this Act, be punishable as an offence if committed in Canada, is, if committed outside Canada, an offence against this Act, triable and punishable in Canada, in the following cases:

(*a*) where the offender at the time of the commission was a Canadian citizen within the meaning of *The Canadian Citizenship Act;*

(*b*) where any code word, pass word, sketch, plan, model, article, note, document, information or other thing whatsoever in respect of which an offender is charged was obtained by him, or depends upon information which he obtained, while owing allegiance to His Majesty.

Where offence deemed to have been committed.

13. (1) For the purposes of the trial of a person for an offence under this Act, the offence shall be deemed to have been committed either at the place in which the same actually was committed, or at any place in Canada in which the offender may be found.

Public may be excluded from trial.

(2) In addition and without prejudice to any powers which a court may possess to order the exclusion of the public from any proceedings if, in the course of proceedings before a court against any person for an offence under this Act or the proceedings on appeal, application is made by the prosecution, on the ground that the publication of any evidence to be given or of any statement to be made in the course of the proceedings would be prejudicial to the interest of the State, that all or any portion of the public shall be excluded during any part of the hearing, the court may make an order to that effect, but the passing of sentence shall in any case take place in public.

If guilty person a company or corporation.

(3) Where the person guilty of an offence under this Act is a company or corporation, every director and officer of the company or corporation shall be guilty of the like offence unless he proves that the act or omission constituting the offence took place without his knowledge or consent.

Penalties.

General.

Indictable offence. Summary conviction.

R.S., c. 36.

14. (1) Where no specific penalty is provided in this Act, any person who is guilty of an offence under this Act shall be deemed to be guilty of an indictable offence and shall, on conviction, be punishable by imprisonment for a term not exceeding fourteen years; but such person may, at the election of the Attorney General, be prosecuted summarily in the manner provided by Part XV of the *Criminal Code*, and, if so prosecuted, shall be punishable by fine not exceeding five hundred dollars, or by imprisonment not exceeding twelve months, or by both fine and imprisonment.

Application of the *Identification of Criminals Act.* R.S., c. 38.

(2) Any person charged with or convicted for an offence under this Act shall, for the purposes of the *Identification of Criminals Act*, be deemed to be charged with or convicted of an indictable offence notwithstanding such person is prosecuted summarily in the manner provided by Part XV of the *Criminal Code*.

15. (1) The Act of the Parliament of the United Kingdom, chapter twenty-eight of the statutes of 1911 (1 and 2 Geo. V.) the short title of which is "Official Secrets Act, 1911" is repealed in so far as it is part of the law of Canada. Repeal.

(2) Sections eighty-five and eighty-six of the *Criminal Code*, chapter thirty-six of the Revised Statutes of Canada, 1927, are repealed. Sections 85 and 86 of Criminal Code repealed.

NATIONAL DEFENCE CLAIMS ORDER, 1952

(Order in Council PC 12/4544 of 21 Nov 52 as amended by PC 1954-15/1458 of 30 Sep 54)

1. This Order may be cited as *The National Defence Claims Order, 1952.*

2. (1) In this Order,

(*a*) "Crown" means Her Majesty the Queen in right of Canada;

(*b*) "Department" means the Department of National Defence;

(*c*) "Minister" means the Minister of National Defence;

(*d*) "negligence of a minor character" means negligence that does not involve recklessness, undue carelessness or intentional commission of a wrongful act or an intentional omission to perform a legal duty;

(*e*) "officer or servant" means a member of the naval, army or air forces of Canada or an employee of the Department or an employee of the Defence Research Board; and

(*f*) "regulations" means regulations made under *The National Defence Act.*

(2) Unless the context otherwise requires, other words and phrases in this Order have the same meaning as in *The National Defence Act.*

3. (1) This Order applies to

(*a*) every claim against the Crown that arises out of any death or injury to the person or property alleged to result from

(i) the negligence of an officer or servant while acting within the scope of his duties or employment,

(ii) the flight, including the taking off or landing, of an aircraft operated by or under the control of the Department, or the falling of an article or person from such aircraft,

(iii) the firing, detonation, testing, proving or use, by or under the direction of an officer or servant, of weapons, arms, armament, ammunition, explosive missiles, including any concussion, blast or other harmful effect caused thereby, or

(iv) the execution of military manoeuvres or exercises on the property of a person or government by officers or servants who are engaged in such manoeuvres or exercises, on duty and acting within the scope of their duties and employment; and

(*b*) every claim that the Crown may, by reason of an accident alleged to result from circumstances involving negligence on the part of an officer or servant or any other person, have in respect of the death of or injury to any officer or servant or the loss of or injury or damages to public property under the control or administration of the Department or the Defence Research Board.

(2) Notwithstanding anything in this Order, a representative of the Judge Advocate General may pay a claim against the Crown referred to in subparagraph (iv) of paragraph (a) of subsection (1), if

(*a*) the amount of the claim does not exceed twenty-five dollars, and

(*b*) in the opinion of the representative

(i) the injury or damage complained of was not contributed to by the negligence of the claimant or of a servant of the claimant acting within the scope of his duties or employment, and

(ii) the amount claimed is not excessive. (30 *Sep 54*)

4. (1) Where circumstances have arisen resulting in

(*a*) the death of or injury to an officer or servant;

(*b*) loss of or injury or damage to public property under the control or administration of the Department or the Defence Research Board;

(*c*) the receipt of a claim against the Crown or of a notice of intention to claim; or

(*d*) the possibility of a claim under section three, the officer in command or in charge of the unit, station or defence establishment concerned shall, unless he is otherwise directed by a higher authority, appoint a board of inquiry in accordance with the regulations and shall cause such board to institute an immediate investigation.

(2) The investigation shall be made in such manner as the Judge Advocate General may, by general or specific instructions, direct and may be carried on conjointly with any investigation required by the regulations.

(3) Where the officer commanding the command concerned either upon a request for such assistance from a board of inquiry or otherwise, is of opinion that it is desirable to obtain the services of the Royal Canadian Mounted Police to assist a board of inquiry in carrying out an investigation, he may request such assistance.

5. (1) Claims shall be dealt with under this Order according to the amount of damages involved in each case and for that purpose "amount of damages" means

(*a*) with respect to claims against the Crown, the lowest aggregate amount that all known claimants will accept in full settlement of their alleged claims;

(*b*) with respect to claims by the Crown, the aggregate amount of actual damages suffered by the Crown or, when actual damages cannot be ascertained within a reasonable time, the aggregate amount of the Crown's estimated damages; and

(*c*) where the circumstances involve both claims against and by the Crown, the amount described in paragraph (*a*) or (*b*), whichever is the greater.

(2) An opinion on the matters set out in section six shall be obtained

(*a*) if the amount of damages involved does not exceed two hundred dollars and the officer or servant involved is not an employee of the Defence Research Board, from an Assistant Judge Advocate General by the officer commanding the command concerned;

(*b*) if the amount of damages involved exceeds two hundred dollars but does not exceed one thousand dollars where the officer or servant involved is not an employee of the Defence Research Board, or, where he is such an employee, if the amount of damages involved is any amount not exceeding one thousand dollars, from the Judge Advocate General by the Minister; and

(*c*) if the amount of damages involved exceeds one thousand dollars, from the Deputy Attorney General of Canada by the Minister.

6. (1) An opinion shall be obtained

(*a*) in respect of claims against the Crown referred to in subparagraph (i) of paragraph (*a*) of section three,

(i) as to whether or not there is any legal liability on the part of the Crown,

(ii) as to whether, if the Crown is liable, the claim should be paid in full or an endeavour made to effect a compromise,

(iii) as to whether, if the Crown is liable, the officer or servant involved is legally liable to reimburse the Crown in respect of the liability, and

(iv) as to whether, if the officer or servant involved is legally liable to reimburse the Crown in respect of the liability, the negligence of the officer or servant was of a minor character.

(*b*) in respect of claims against the Crown referred to in subparagraph (ii), (iii) or (iv) of paragraph (*a*) of section three,

(i) as to whether or not the claim arose out of an occurrence described in the said subparagraph,

(ii) as to whether, if the opinion respecting subparagraph (i) is in the affirmative, the death or injury complained of was contributed to by the negligence of

the claimant or of a servant of the claimant acting within the scope of his duties or employment, and

(iii) as to whether, if the opinion respecting subparagraph (ii) is in the negative, the damages claimed, or any part of them appear to be excessive;

(*c*) in respect of claims by the Crown referred to in paragraph (*b*) of section three,

(i) as to whether or not there is a legal claim by the Crown,

(ii) as to whether, if the legal claim by the Crown is against an officer or servant, his negligence was of a minor character, and

(iii) as to whether, if the legal claim by the Crown is against a person other than an officer or servant, the Crown is legally entitled to recover in full the damages suffered by it, and, if not, the amount of the claim to which the Crown is legally entitled, having regard to the damages claimed and apportionment of fault, if any, on the part of an officer or servant.

(2) Where a claim against the Crown referred to in subparagraph (i) of paragraph (*a*) of section three has been paid after judgment of a court or otherwise and no opinion has been previously expressed respecting the legal liability of the officer or servant to reimburse the Crown and respecting whether or not his negligence was of a minor character, an opinion shall be obtained on those matters.

7. (1) Where the opinion given is that the Crown is not legally liable with respect to a claim, the Department shall advise the claimant that the Crown denies all liability with respect to such claim and, if the claimant continues to insist upon payment of his claim, the matter shall be referred to the Deputy Attorney General of Canada for his advice.

(2) Where the opinion given is that the Crown is legally liable with respect to a claim referred to in subparagraph (i) of paragraph (*a*) of section three and that the claim should be paid in full, payment may be made

(*a*) where the opinion is given by an Assistant Judge Advocate General, by a command treasury officer on the authority of the officer commanding the command concerned;

(*b*) where the opinion is given by the Judge Advocate General, by the Chief Treasury Officer of the Department on the authority of the Minister; or

(*c*) where the opinion is given by the Deputy Attorney General of Canada, by the Chief Treasury Officer of the Department on the authority of the Minister where the amount of damages does not exceed three thousand dollars and on the authority of the Treasury Board where the amount of damages exceeds three thousand dollars.

(3) Where the opinion given with respect to a claim referred to in subparagraph (ii), (iii) or (iv) of paragraph (*a*) of section three is that it arose out of an occurrence described in such paragraph, that it was not contributed to by the negligence of the claimant or his servant and that the damages claimed or any part of them do not appear to be excessive, payment may be made for such damages as are not excessive in the same manner as payment of a claim under subsection two.

(4) Where the opinion given is that an endeavour should be made to effect a compromise settlement of a claim against the Crown and a settlement, not exceeding the amount of claim for which the Crown is legally liable and approved by the person who gave the opinion, is reached, payment may be made in the same manner as payment of a claim under subsection two.

(5) The Chief Treasury Officer of the Department may, on the authority of the Minister, make an interim payment not exceeding fifty per cent of the actual damages then ascertained or the sum of one thousand dollars, whichever is the lesser, respecting a claim where

(*a*) the opinion obtained under paragraph (*b*) or (*c*) of subsection two of section five is that the Crown is legally liable for the actual damages sustained by the claimants; and

(*b*) the claimant is, in the opinion of the Minister, suffering hardship by reason of the fact that he will not receive full payment of his claim until such time as it is fully ascertained;

but, an interim payment shall only be paid without prejudice and upon obtaining an appropriate release from the claimant.

8. (1) Where the opinion given is that the Crown has a legal claim against a person other than an officer or servant of the Crown, the person to whom the opinion is given shall cause a demand for payment to be made in an amount that is not less than the amount to which the Crown is legally entitled.

(2) Where payment is not made within a reasonable time, the person to whom the opinion was given shall refer the matter to the Judge Advocate General for further action.

9. (1) Subject to subsection two, where the opinion given is that any officer or servant of the Crown is legally liable to reimburse the Crown in respect of a claim against the Crown referred to in subparagraph (i) of paragraph (*a*) of section three and that his negligence was not of a minor character, a demand shall be made upon such officer or servant to the following extent, namely,

(*a*) where the amount involved is twenty-five dollars or less, the full amount;

(*b*) where the amount involved is more than twenty-five dollars and not more than one hundred dollars, one-half of the amount or twenty-five dollars whichever is the greater;

(*c*) where the amount involved is more than one hundred dollars and not more than three hundred dollars, one-third of the amount or fifty dollars whichever is the greater;

(*d*) where the amount involved is more than three hundred dollars and not more than five hundred dollars, one-quarter of the amount or one hundred dollars whichever is the greater; and

(*e*) where the amount involved is more than five hundred dollars, one-fifth of the amount or one hundred and twenty-five dollars whichever is the greater, subject to the limitation that where the liability of the officer or servant arises out of his negligence in operating a motor vehicle the total amount demanded from him under this section and under section ten, in respect of the accident that gives rise to the liability, shall not exceed two hundred and fifty dollars.

(2) The Treasury Board may order in any particular case that an amount less than the amount prescribed for that case in subsection one be demanded in payment from the officer or servant.

10. (1) Where the opinion given is that the Crown has a claim against an officer or servant, other than a member of the naval, army or air forces of Canada, for damages resulting from the death of or injury to an officer or servant or the loss of or injury or damage to public property under the control or administration of the Department or the Defence Research Board, that the claim arises by reason of an accident involving negligence on the part of the officer or servant and that his negligence was not of a minor character, a demand shall be made on such officer or servant in the ratio and to the extent, having regard to the amount involved, as prescribed in subsection one of section nine respecting reimbursement of the Crown.

(2) The Treasury Board may order in any particular case that an amount less than the amount prescribed for that case in subsection one be demanded in payment from the officer or servant.

11. A demand, under this Order, on an officer or servant shall be made and enforced as follows:

(*a*) a written demand for payment shall be sent to the officer or servant, including a statement of the reasons why his negligence is not considered to be of a minor character;

(*b*) where, in the case of an officer or servant who is not a member of the naval, army or air forces of Canada, he fails to arrange for payment within a reasonable time the matter shall, unless otherwise ordered by the Treasury Board, be referred to the Deputy Attorney General of Canada for advice as to what steps should be taken to enforce payment;

(*c*) where the demand is made on an officer or servant who is a member of the naval, army or air forces of Canada, the demand shall require him to show cause, within seven days after he receives it, why a deduction from his pay, allowances or other emoluments, for the purpose of reimbursing the Crown in the amount demanded, should not be made;

(*d*) where an officer or servant referred to in paragraph (*c*) has not shown cause within the required time or, having shown cause, the reasons advanced by him are not considered sufficient by the Minister upon further investigation or otherwise, the Minister may make such order as he deems just for deduction from all or any part of the pay, allowances or other emoluments granted to or in respect of the officer or servant concerned, for the purpose of paying the amount demanded; and

(*e*) where an officer or servant to whom a demand for payment is sent requiring him to show cause has ceased to be a member of the naval, army or air forces of Canada, the matter shall, unless otherwise ordered by the Treasury Board, be referred to the Deputy Attorney General of Canada for his advice as to what steps should be taken to enforce payment.

12. Orders in Council P.C. 42/1880, dated May 14, 1947, P.C. 43/1880, dated May 14, 1947, P.C. 107/3040, dated August 1, 1947, P.C. 254½/2727, dated May 28, 1949, P.C. 37/2188, dated April 29, 1950, P.C. 67/215, dated January 13, 1951, and P.C. 77/2333, dated May 11, 1951, are revoked.

13. Orders in Council P.C. 80/1045, dated March 19, 1940 and P.C. 20/3570, dated September 3, 1947, do not apply to a claim dealt with by this Order.

14. This Order shall come into force on the fifteenth day of November, 1952.

APPENDIX III

AUTHORIZED COMPLIMENTS OF THE NAVY

(*Will be promulgated at a later date*).

APPENDIX IV

ORDER IN COUNCIL AND REGULATIONS RELATING TO JOINT BOARDS OF INQUIRY

(*Will be promulgated at a later date*).

(APPENDIX V TO APPENDIX X INCLUSIVE: NOT ALLOCATED)

APPENDIX V

DEFENCE ESTABLISHMENT TRESPASS REGULATIONS

(Approved by PC 1954-1978 of 16 Dec 54)

Short Title

1. These regulations may be cited as the *Defence Establishment Trespass Regulations.*

Interpretation

2. In these regulations,

(*a*) "defence establishment" means any area or structure under the control of the Minister of National Defence, and the materiel and other things situate in or on any such area or structure;

(*b*) "issuing authority" means a person authorized pursuant to these regulations to issue a pass;

(*c*) "livestock" includes horses, cattle, sheep, goats, swine, mules, donkeys and poultry;

(*d*) "materiel" means all movable public property, other than money, provided for the Canadian Forces or the Defence Research Board or any other purpose, under *The National Defence Act,* and includes any vessel, vehicle, aircraft, animal, missile, arms, ammunition, clothing, stores, provisions or equipment so provided;

(*e*) "pass" means a written authorization or permit issued by an issuing authority permitting the person named therein to enter upon or into a defence establishment;

(*f*) "security guard" means any peace officer, security policeman, provost, military policeman, or member of the Corps of Commissionaires, and includes any officer or man of the Canadian Forces or employee of the Department of National Defence or of the Defence Research Board who has been assigned duties relating to the enforcement of these regulations.

Application

3. These regulations do not apply to any person who is subject to the Code of Service Discipline, but apply to all other persons except as provided in section 29.

PART I—ACCESS TO DEFENCE ESTABLISHMENTS

4. (1) Every person to whom these regulations apply is prohibited from entering any defence establishment, except in the manner prescribed herein and in compliance with the provisions hereof.

(2) Every person seeking to enter a defence establishment shall apply for and obtain a pass from an issuing authority.

5. The following persons, and no others, are authorized to issue passes under these regulations:

(*a*) to a defence establishment, the officer in command or person in charge of it, or such person or persons as he may designate in writing; and

(*b*) to such defence establishments as are designated in the pass issued, any officer or any person appointed for the purpose by the Minister of National Defence, the Chief of the Naval Staff, the Chief of the General Staff, the Chief of the Air Staff, or the Chairman of the Defence Research Board.

6. The granting of a pass to any person shall be in the absolute discretion of the issuing authority who may without stated reasons withhold, delay or refuse the issue of a pass and may revoke any pass which has been issued.

7. A pass shall be valid for only the person named therein and for the purpose and period of time stated therein and shall not be transferable.

8. Every person to whom a pass has been issued may enter the defence establishment and shall

(*a*) except as provided in paragraph (f), keep the pass in his possession while remaining in or on the defence establishment;

(*b*) enter the defence establishment by way only of the established main entrance or such other way as may be authorized in writing by the officer in command or person in charge of the defence establishment;

(*c*) leave the defence establishment by the way entry was gained or by such other exit as may be authorized by the officer in command or person in charge of the defence establishment;

(*d*) while remaining in or on the defence establishment, comply with every direction given by or under the authority of the issuing authority, which shall be deemed to include every written or printed direction contained in the pass, and any written or printed notice, direction, order or regulation displayed in, on or about, or pertaining to the defence establishment;

(*e*) while remaining in or on the defence establishment, upon the request of any security guard, and as often as may be required, produce the pass;

(*f*) while in or on the defence establishment, upon the request of any security guard, surrender the pass to the security guard and forthwith leave the defence establishment;

(*g*) upon expiration or revocation of the pass, however it may expire or be revoked, surrender the pass to the issuing authority;

(*h*) forthwith upon the order of any security guard leave the defence establishment; and

(*i*) when entering, while remaining in or on, or when leaving a defence establishment, submit to search by a security guard of his person or of any package, parcel, vehicle or thing in his possession, but no female person shall be searched except by a female.

9. Every person found in or on a defence establishment in contravention of these regulations may be removed therefrom by a security guard but such removal shall be without prejudice to any other proceedings that may be taken.

10. Every person in or on a defence establishment shall, upon the request of a security guard, furnish his true name and address.

11. Every person who has obtained a pass shall be deemed to have read and understood it and to have agreed to abide by such terms and conditions as may be written or printed on the pass or endorsed thereon.

PART II — LIVESTOCK

12. (1) Every person who is the owner of livestock shall ensure that none of his livestock enters into, strays upon, or is driven upon a defence establishment.

(2) In the event of any livestock entering, breaking into, straying upon or being driven into or found in or upon a defence establishment, such livestock may be impounded by a security guard in any pound, and the pound-keeper thereof shall detain it in like manner and subject to like regulations as to the care and disposal thereof as in the case of livestock impounded for trespass on private property.

13. For the purposes of these regulations an issuing authority may designate any convenient place or structure as a pound and may authorize any person to act as a pound-keeper.

14. (1) When livestock is impounded pursuant to these regulations, the officer in command or person in charge of the defence establishment shall, immediately after the impounding thereof, cause to be posted in the nearest post office and in such other public places as he may designate, a notice describing the livestock impounded, and stating, as regards each animal the age, as near as it is possible to do so, and also the sex, colour and brand or other marks of identification.

(2) A copy of such notice shall be mailed to any person believed to be the owner of such livestock.

15. (1) When impounded livestock is not claimed within ten days after publication of the notice referred to in section 14, the officer in command or person in charge of the defence establishment shall give not less than ten days' notice that he proposes to sell such livestock at public auction.

(2) Copies of such notice of sale shall be posted in the nearest post office and in such other places as may be designated by the officer in command or person in charge of the defence establishment.

16. (1) After the expiration of ten days from the posting of such notice, the impounded livestock may be sold at public auction.

(2) The proceeds of such sale, after deduction therefrom of such sum as is chargeable in respect of fees and costs under section 17, may be paid by the officer in command or person in charge of the defence establishment to the former owner of the livestock, upon such owner furnishing the officer in command or person in charge of the defence establishment with satisfactory evidence establishing that he was the owner of the livestock sold.

(3) Where satisfactory evidence of ownership is not furnished in accordance with subsection (2) within one month of the date of the sale of any livestock, the proceeds of such sale, after deduction of fees and costs chargeable under section 17, shall be remitted to the Receiver General of Canada.

(4) If not claimed by the former owner of the impounded livestock within two years after the date of the sale, any sums so remitted shall form part of the Consolidated Revenue Fund.

17. The following are the fees and charges authorized in respect of impoundment and sale under these regulations:

(*a*) for the care and maintenance of:

One horse, mule or donkey, per day	$1.00
Each additional horse, mule or donkey, per day	.50
One head of cattle, per day	.60
Each additional head of cattle, per day	.30
One pig, sheep or goat, per day	.40
Each additional pig, sheep or goat, per day	.20
Poultry, each, per day	.10

(*b*) for each copy of notice published in accordance with section 14 ..... .25

(*c*) for each copy of notice of sale published in accordance with section 15 ..... .25

(*d*) for selling impounded animals and applying the proceeds as directed by these regulations, a commission of ten per cent of the amount realized on the sale;

(*e*) in addition to the foregoing, the actual costs incurred in capturing, impounding and transporting livestock, in the printing and publishing of notices, and in the conduct of any sale pursuant to these regulations.

18. Notwithstanding the provisions of sections 12 to 17 inclusive, the officer in command or person in charge of a defence establishment may order the destruction of any livestock found within the defence establishment in contravention of these regulations, if such livestock is found to be suffering from an infectious or contagious disease, and the owner of such livestock shall be liable for the costs of such destruction, and such destruction and liability shall be without prejudice to any other proceedings that may be taken.

Part III — MISCELLANEOUS

19. No person shall break down, injure, weaken or destroy any gate, fence, erection, building or structure in or on a defence establishment.

20. No person shall remove, obliterate, deface or destroy any printed or written sign, notice, direction, order or regulation which is posted, attached or affixed to or upon any fence, post, gate, building, structure, erection or materiel on or forming part of a defence establishment.

21. No person shall cause or participate in any disturbance while in or on a defence establishment.

22. No person shall be in an intoxicated condition in or on a defence establishment.

23. No person shall, without the previous consent of the officer in command or person in charge of any defence establishment, convey or cause to be conveyed intoxicating liquor into, within or from the defence establishment.

24. No person shall, without the permission of the officer in command or person in charge of a defence establishment, attach or affix anything to or upon any fence, post, gate, building, structure, erection or materiel on or forming part of such defence establishment.

25. No person shall have any claim for injury or damage suffered by him as a result of such person or his property being in or on a defence establishment in contravention of these regulations.

26. (1) An issuing authority, a senior officer in chief command of the Royal Canadian Navy, an officer commanding a command or an area commander of the Canadian Army, or an air officer commanding or a group commander of the Royal Canadian Air Force, may prohibit any person from

(*a*) taking, making, publishing or being in possession of any photograph, sketch or plan of a defence establishment; or

(*b*) bringing any photographic equipment into any defence establishment.

(2) The contravention of any order made under subsection (1) shall be deemed to be a contravention of these regulations.

27. No person shall loiter in the vicinity of a defence establishment, and any person so loitering shall, when required to do so by a security guard, forthwith depart from such vicinity.

28. (1) Every security guard is authorized to arrest without warrant any person found committing any criminal offence or infraction of these regulations on or with respect to any defence establishment or whom on reasonable and probable ground he believes to have committed such offence, or such infraction.

(2) Where the use of force is necessary to effect an arrest, a security guard shall use no more force than is necessary in the circumstances.

29. Notwithstanding anything contained in these regulations, the officer in command or person in charge of a defence establishment may in respect of such establishment, in his sole discretion, and from time to time, exempt any person from the application of these regulations, but such exemption shall be in writing and shall be for such period, not exceeding three months, as may be specified therein.

30. The Minister of National Defence may from time to time declare that these regulations, or any part of them, shall not apply to any defence establishment or to any part of any defence establishment.

Part IV — PENALTIES FOR CONTRAVENTION

31. Every person who contravenes any of these regulations is liable on summary conviction to the penalties provided by section two hundred and thirty-one (231) of *The National Defence Act.*

(G) (16 Dec 54)

GOVERNMENT PROPERTY TRAFFIC REGULATIONS

PART I

(Regulations made by Order in Council P.C. 4076 dated September 17, 1952 pursuant to the Government Property Traffic Act.)

GOVERNMENT PROPERTY TRAFFIC REGULATIONS

SHORT TITLE

1. These regulations may be cited as the Government Property Traffic Regulations.

INTERPRETATION

2. In these regulations

(*a*) "Commissioner" means the Commissioner of the Royal Canadian Mounted Police;

(*b*) "constable" means

(i) a member of the Royal Canadian Mounted Police,

(ii) a member of a provincial or municipal police force, and

(iii) any person authorized by a Minister or the Commissioner to enforce these regulations;

(*c*) "department" means

(i) any of the departments named in Schedule A to the *Financial Administration Act*,

(ii) any Crown Corporation as defined in paragraph (*c*) of subsection (1) of section 76 of the *Financial Administration Act*, and

(iii) any other division or branch of the public service of Canada;

(*d*) "driver" means a person who is driving or is in actual physical control of a vehicle;

(*e*) "government property" means property owned or occupied by Her Majesty in right of Canada;

(*f*) "highway" includes any highway, road, street, avenue, parkway, driveway, square, place, bridge, viaduct, or trestle designed and intended for, or used for the passage of vehicles;

(*g*) "Minister" means

(i) with respect to a department mentioned in subparagraph (i) of paragraph (*c*), the Minister presiding over the department,

(ii) with respect to a Crown Corporation, the President or other Chief Executive Officer thereof, and

(iii) with respect to any other division or branch of the public service of Canada, the person who under the *Financial Administration Act* is the appropriate Minister;

(*h*) "park" means the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading; and

Government Property Traffic Regulations—(Cont'd)

(*i*) "vehicle" means a device in, upon, or by which a person or property is or may be transported or drawn upon a highway, except a device used exclusively upon stationary rails or tracks.

APPLICATION

3. These regulations apply to government property and the highways thereon except

(*a*) the National Parks,

(*aa*) the National Battlefields Park,
(*P.C. 1955–219*) (*17 Feb. 55*)

(*b*) territorial lands as defined in the *Territorial Lands Act*,

(*c*) Indian reserves,

(*d*) property under the control of the Federal District Commission, and

(*e*) property to which the airport Vehicle Control Regulations apply.

4. These regulations do not apply to a member of the Canadian Forces when operating with due authority a vehicle owned by Her Majesty in right of Canada.

REGISTRATION AND PERMITS

5. No person shall operate a vehicle on a highway unless

(*a*) he holds all licenses and permits that he is, by the laws of the province and the municipality in which the highway is situated, required to hold in order to operate the vehicle in that province and municipality, and

(*b*) the vehicle is registered and equipped as required by the laws of the province and the municipality in which the highway is situated.

COMPLIANCE WITH PROVINCIAL AND MUNICIPAL LAWS

6. (1) No person shall operate a vehicle on a highway otherwise than in accordance with the laws of the province and the municipality in which the highway is situated.

(2) In this section the expression "laws of the province and the municipality" does not include laws that are inconsistent with or repugnant to any of the provisions of the *Government Property Traffic Act* or these regulations.

TRAFFIC SIGNS AND DEVICES

7. (1) The Minister of Public Works, the Minister of any department having the control or management of any government property or the Commissioner may mark or erect or cause to be marked or erected on any government property, traffic signs or devices:

(*a*) prescribing rate of speed;

(*b*) regulating or prohibiting parking and designating parking areas;

(*c*) prescribing load limits for any vehicle or class of vehicles;

(*d*) prohibiting or regulating the use of any highway by any vehicle or class of vehicles;

(*e*) designating any highway as a one-way highway;

(*f*) for stopping vehicles;

(*g*) for regulating pedestrian traffic; and

(*h*) for directing or controlling in any other manner traffic on government property.

Government Property Traffic Regulations—(Cont'd)

(2) Except as authorized by subsection (1), no person shall mark or erect any traffic sign or device on government property.

(3) No person, other than the Minister of Public Works, the Minister of any department having the control or management of government property or the Commissioner, shall, without the authority of such Minister or the Commissioner, remove or deface any traffic sign or device on such property.

8. Any traffic sign or device on government property bearing the words "Government of Canada" or an abbreviation thereof, or purporting to have been erected by or under the authority of the Minister of Public Works, any other Minister or the Commissioner, shall *prima facie* be deemed to have been erected pursuant to these regulations.

9. The driver of a vehicle on a highway shall obey the instructions of any traffic sign or device applicable to that driver, vehicle or highway.

10. Any traffic sign or device on government property marked or erected prior to the coming into force of these regulations under An Act to provide for the regulation of Vehicular Traffic on Dominion Property or the regulations thereunder or under other lawful authority shall be deemed to have been marked or erected pursuant to these regulations.

TRAFFIC DIRECTION AND CONTROL

11. The driver of a vehicle on a highway shall comply with any traffic directions given to him by a constable.

12. Every person on government property shall produce to a constable upon demand

(*a*) any permit issued to him under these regulations,

(*b*) any license or permit he holds authorizing him to drive a vehicle, and

(*c*) any certificate of registration of a vehicle held by him.

13. Every driver of a vehicle who is directly or indirectly involved in an accident on government property shall report the accident forthwith as required by the laws of the province in which the accident occurred and, if any property of Her Majesty is damaged by the accident, shall forthwith report the accident to a member of the Royal Canadian Mounted Police or the person in charge, control or occupation of the property so damaged.

PARKING

14. No person shall park a vehicle in any area designated by a sign as an area in which parking is prohibited.

15. Where an area is by sign designated as an area where parking is reserved for those holding permits or designated as an area where parking is prohibited except under a permit, no person shall park a vehicle in the area unless

(*a*) he holds a permit authorizing him to park in the area,

(*b*) there is attached to and exposed on the vehicle the label furnished with the permit, and

(*c*) he parks in accordance with the terms of his permit.

Government Property Traffic Regulations—(Cont'd)

16. Where an area is by sign designated as an area where parking is permitted for a period of time, no person shall park a vehicle in the area for any greater period of time than that indicated on the sign.

17. Where an area is by sign designated as an area where parking is reserved for a class of persons, no person shall park in the area unless he is a member of that class.

18. (1) The Commissioner may issue or authorize the issue of permits and labels for the purposes of these regulations.

(2) The Minister of a department or a person authorized by him may at any time revoke a permit issued under these regulations with respect to property under the control or management of that department.

(3) Unless sooner revoked, a permit issued under these regulations is valid for the period stated thereon, and a label furnished with the permit is valid only during the period that the permit is valid.

19. A constable who finds a vehicle parked in contravention of these regulations may, at the expense of the owner, remove the vehicle and, if he deems it necessary to protect the vehicle or the interests of the owner, store it in a suitable place.

SPEED

20. No person shall drive a vehicle on a highway at a rate of speed in excess of the speed limit indicated for the highway by a sign.

21. Every person who violates any of these regulations is liable on summary conviction to a fine not exceeding fifty dollars or a term of imprisonment not exceeding two months or to both fine and imprisonment.

22. Nothing in these regulations shall be deemed to authorize a member of a provincial or municipal police force to enter any defence establishment except in the manner prescribed in the Defence Establishment Trespass Regulations.

(P.C. 1955–874) *(15 Jun 55)*

(G) (17 Sep 52)

PART II

(Orders issued by the Minister pursuant to P.C. 4076 dated September 17, 1952.)

A—TRAFFIC SIGNS

I, Brooke Claxton, Minister of National Defence, do hereby pursuant to the Government Property Traffic Regulations, direct that the officer in command of every defence establishment shall, for the purposes mentioned in section 7(1) of those Regulations, erect within the establishment such traffic signs and devices as, in his opinion, are required for the control of traffic.

(M) (17 Sep 52)

Government Property Traffic Regulations—(Cont'd)

B—AUTHORIZATION

I, BROOKE CLAXTON, Minister of National Defence, do hereby, pursuant to clause (iii) of subsection (*b*) of section 2 of the Government Property Traffic Regulations made and established by Order-in-Council PC 4076 dated the 17th day of September, 1952, authorize to enforce the said regulations any person who is a peace officer, security policeman, provost or military policeman and, when assigned duties relating to the enforcement of the said regulations, any person who is a member of the Corps of Commissionaires, an officer or man of the Canadian Forces or an employee of the Department of National Defence or of the Defence Research Board.

(M) (21 Jan 53)

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